



CITY OF BELLE ISLE, FL CITY COUNCIL MEETING

Held in City Hall Chambers 1600 Nela Avenue
Held the 1st and 3rd Tuesday of Every Month
Thursday, August 22, 2024 * 6:30 PM

AGENDA

City Council

Nicholas Fouraker, Mayor

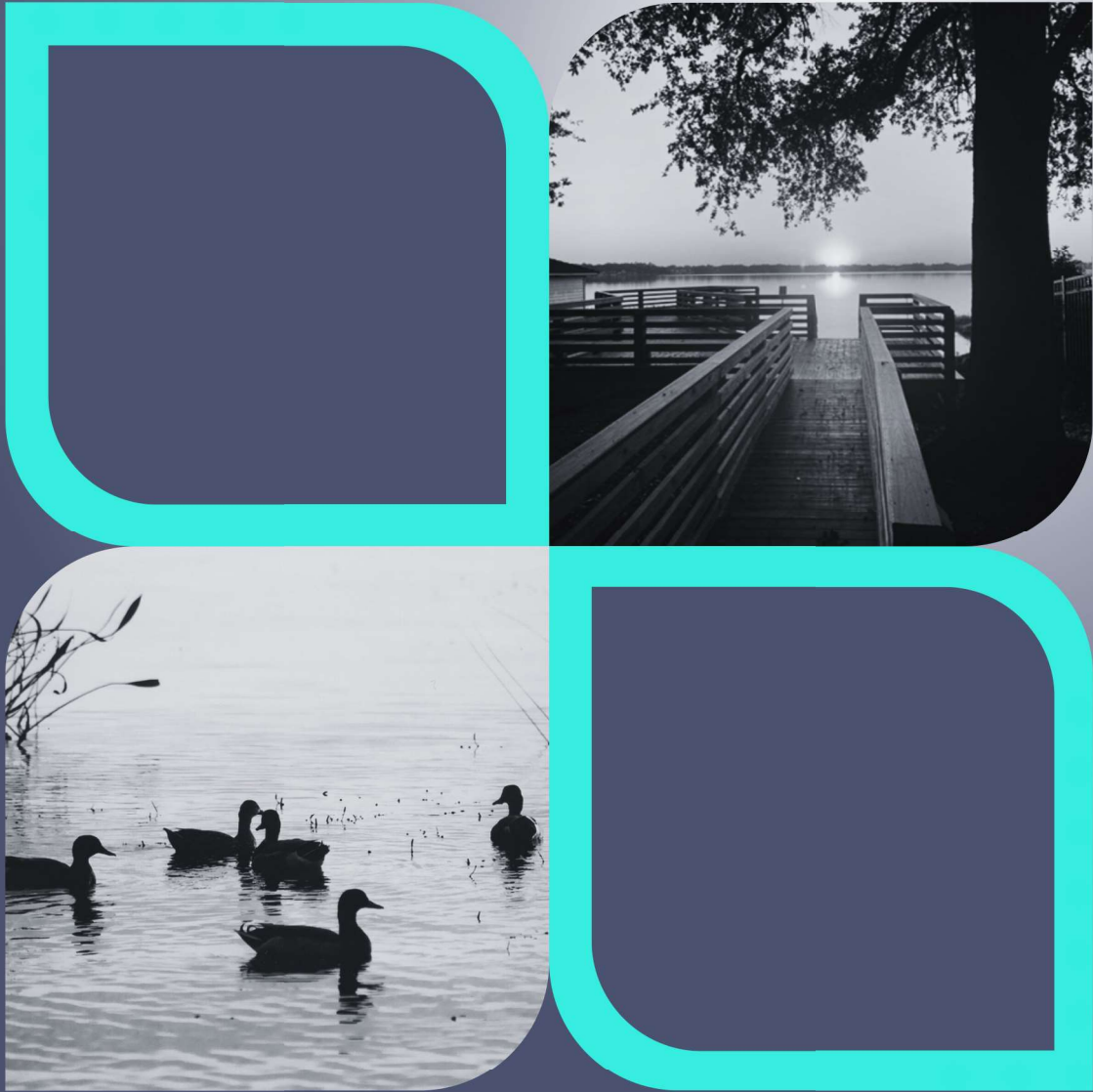
Vice-Mayor – Jason Carson, District 4

District 1 Commissioner – Frank Vertolli | District 2 Commissioner – Holly Bobrowski | District 3 Commissioner – OPEN | District 5 Commissioner – Beth Lowell | District 6 Commissioner – Stan Smith | District 7 Commissioner – Jim Partin

Welcome to the City of Belle Isle City Council meeting. Please silence all technology during the session. Thank you for participating in your City Government.

1. **Call to Order and Confirmation of Quorum**
2. **Invocation and Pledge to Flag** - Commissioner Stan Smith, District 6
3. **Public Comments & Announcements** - *Persons desiring to address the Council must complete and provide the City Clerk a yellow "Request to Speak" form and are limited to three (3) minutes with no discussion. When the Mayor recognizes you, state your name and address and direct all remarks to the Council as a body.*
4. **Presentations**
 - a. McDirmit Davis, Tammy Campbell FY2022/2023 Financial Report
 - b. Interview and Appoint a Candidate for City Council District 3: Julie Gillespie, Chad Rocheford, and Danny Otterbacher
5. **Consent Items** - *These items are considered routine, and one motion will adopt them unless a commissioner requests to have an item removed from the consent agenda and considered separately.*
 - a. Approval of Workshop meeting minutes - August 6, 2024
 - b. Approval of City Council meeting minutes - August 6, 2024
 - c. Approval of Duke Energy Easement - 6300 Hansel Avenue
 - d. Approval of 2024/2025 PD Invoices: Flock Safety-License Plate Readers, Lexipol-Accreditation & Training Manuals and Axon-Taser Contract
 - e. Approval of Animal Welfare Foundation Inc. \$25,000 Donation for PD Canine
6. **Unfinished Business**
7. **New Business**
 - a. Appeal Local Ordinance Violation P0002021 - Jeffrey Giles
 - b. Approval of RFP 2024-03 Landscape Maintenance Proposal
 - c. Request to Open At-Large Appointment for P&Z Board District Seats 1 and 2
8. **Attorney's Report**
9. **City Manager's Report**
 - a. City Manager Work Plan Items
 - b. Chief's Report
 - c. Public Works Report
10. **Mayor's Report**
11. **Commissioners Report**
12. **Adjournment**

CITY OF BELLE ISLE, FLORIDA



ANNUAL COMPREHENSIVE FINANCIAL REPORT

FISCAL YEAR ENDED
SEPTEMBER 30, 2023





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CITY OF BELLE ISLE, FLORIDA

ANNUAL COMPREHENSIVE FINANCIAL REPORT

FISCAL YEAR ENDED SEPTEMBER 30, 2023

Prepared by:
City of Belle Isle
Finance Department



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INTRODUCTORY SECTION

This section contains the following subsections:

- Table of Contents
- Letter of Transmittal
- List of Principal Officials
- Organizational Chart
- Certificate of Achievement

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To the Honorable Mayor, Commissioners, and Citizens of the City of Belle Isle, Florida:

We are pleased to submit the Annual Comprehensive Financial Report of the City of Belle Isle, Florida, for the fiscal year ending September 30, 2023. State law requires that all general-purpose local governments publish, within nine months of the close of each fiscal year, a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited by auditing standards generally accepted in the United States, by a firm of licensed, certified public accountants. This report is issued pursuant to that requirement, as well as to provide transparency and accountability.

This report consists of management's representations concerning the finances of the City of Belle Isle, Florida. Consequently, management assumes full responsibility for the completeness and reliability of all the information presented in this report. To provide a reasonable basis for making these representations, the management of the City of Belle Isle has established a comprehensive internal control framework that is designed both to protect the City's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City of Belle Isle's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the City of Belle Isle's comprehensive internal controls framework has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

McDermitt Davis, LLC, a licensed, certified public accountant firm, has audited the City of Belle Isle's financial statements. The goal of the independent audit was to provide reasonable assurance that the financial statements of the City of Belle Isle for the fiscal year ended September 30, 2023, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Based upon the audit, the independent auditor concluded that there was a reasonable basis for rendering an unmodified opinion that the City of Belle Isle's financial statements for the fiscal year ended September 30, 2023, are fairly presented in conformity with GAAP. The independent auditor's report is presented as the first component of the financial section of this report.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The City of Belle Isle's MD&A can be found immediately following the independent auditors' report.

Profile of the City

The City of Belle Isle, Florida, a municipality incorporated in 1924, is in Central Florida in Orange County and is considered part of the Orlando-Kissimmee-Sanford Metropolitan Statistical Area (MSA). The City of Belle Isle is a primarily residential community founded by area residents to protect Lake Conway, the surrounding

chain of lakes, and the beautiful natural environment. The city currently occupies a total area of approximately 5.1 square miles, of which approximately 2.8 square miles is water, and is home to approximately 7,239 residents.

The City’s vision is “A safe, serene Florida community where families desire to reside, raise a family, enjoy our natural surroundings, excellent schools and quiet way of life.” This statement reflects what the City believes is, can, and should be the “ideal state” for the City. The City’s mission statement defines the City’s purpose and why it exists: “The City of Belle Isle continuously preserves our natural resources and enhances our quality of life through intelligent, inclusive leadership and outstanding municipal services.”

The City Council adopted a Strategic Plan in April 2020 under Resolution 20-05, which identified three (3) priority strategic goals to enhance the community which is: To Improve Communication and Relationships with All Stakeholders, Internally and Externally; To Maintain and Enhance City Infrastructure; and To Maximize All of the City’s Resources to Accomplish the Mission, Vision, and Goals Efficiently and Effectively.

The City of Belle Isle is empowered to levy a property tax on real and personal properties within its boundaries. It also is empowered by state statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate by the City Council. Planned growth for the city includes those areas contiguous to the current city boundaries in the northwest and southwest areas.

Being on Lake Conway, one of Greater Orlando’s largest lakes, near the Orlando International Airport and other Orlando amenities, and having low property taxes make the City of Belle Isle one of Orange County’s most desirable communities.

The City of Belle Isle operates under a council-manager form of government. The legislative powers of the city are vested in the City Council, consisting of a non-voting mayor and seven commissioners, each representing one of the seven districts in the city. Although the City is divided by districts, the City Council is elected at large on a non-partisan basis. Commissioners serve three-year staggered terms, and the Mayor serves a three-year term. The City Council is responsible, among other things, for passing ordinances and resolutions, adopting the budget, appointing committees, and hiring the City Manager, City Clerk, and City Attorney.

The City Manager is the City’s chief administrative officer responsible for carrying out the governing commission’s policies and ordinances, overseeing the government’s day-to-day operations, hiring City employees, and appointing the heads of various departments.

The City of Belle Isle provides a range of services, including general administration and support services; police and fire protection; solid waste and recycling collection; construction and maintenance of streets, sidewalks, and other infrastructure; planning and zoning; building permitting and inspections; code enforcement; and recreational activities and special events. Fire protection, building permitting, and solid waste and recycling collection are contracted. Orange County Utilities and Orlando Utilities Commission provides water and limited sanitary sewer services. Duke Energy provides electric service.

The annual budget is the foundation for the City of Belle Isle’s financial planning and control. To begin the budget process, City departments submit their departmental budgets to the Finance Director to use as a starting point for developing the proposed budget. The City Manager and Finance Director prepare and submit the proposed budget to the City’s Budget Advisory Committee. The city created the Budget Advisory

Committee to provide increased public accountability and elected officials monitoring the City’s fiscal position. The committee comprises seven citizens in the city representing each of the seven districts and approved by the City Council. The Budget Advisory Committee holds meetings to review and discuss the budget and capital expenditures and provides recommendations to the City Manager. Then, on or before the first council meeting in August, the City Manager submits the proposed budget to the City Council as required by the City Charter. As required by the Truth in Millage Act (TRIM), the City Council holds two public hearings on the proposed budget and millage rate in September. It adopts a final budget and millage rate by no later than September 30th, the close of the City of Belle Isle’s fiscal year.

The appropriated budget is prepared by fund and department. At any time during the fiscal year, the City Manager may make transfers of appropriations within a department. A resolution approved by the City Council is required to make transfers between funds or departments and for budget revisions that alter the total revenues, expenses, or reserves of any fund. Budget-to-actual comparisons are provided in this report for each individual governmental fund for which an appropriated annual budget has been adopted.

Factors Affecting Financial Condition

The information presented in the financial statements is best understood when considered from the broader perspective of the specific environment within which the City of Belle Isle operates.

Local Economy

Property and resale home values continue to stabilize or increase slightly compared to surrounding areas. Our city is primarily residential and has few commercial businesses. The City of Belle Isle continues to be vigilant and is committed to the needs of our infrastructure and service provision. The City is thriving, and due to the desirability of lakefront living and the unique location of Belle Isle, the City continues to experience a significant influx of newer residents with substantial financial resources. Many are making major renovations to existing homes, but also older, smaller homes are being purchased, demolished, and replaced with larger homes.

Long-Term Financial Planning

The City of Belle Isle strives to maintain low property tax rates while providing the same level of services and maintaining a healthy level of financial resources to guard its citizens against service disruption in the event of unexpected revenue shortfalls or unanticipated and extraordinary events such as hurricanes. ARPA funding continues to be used to complete projects and to help preserve reserves. Unfortunately, at the end of this fiscal year, the unassigned fund balance in the general fund was reduced to 24% of expenditures. This decrease is primarily due to the funds expended in cleanup efforts after Hurricane Ian; however, the City is working with FEMA to be reimbursed which will help bring this % up. Identifying additional sustainable revenue sources for the general fund is still essential.

Since 2010, the City has effectively operated without a millage rate increase; however, the surge in inflation and price increases have put a strain on providing the services that the residents of Belle Isle have gotten used to over the past decade. As other governments are raising taxes, the Belle Isle City Council will also need to make the decision to raise the millage rate to pay for critical services and projects or settle on a level of service that we can afford.

Long-term planning is becoming even more critical with the economic uncertainty. The five-year capital improvement plan remains essential to the City’s long-term planning process. By annually reviewing, updating, and adopting the capital improvement plan, the city will identify capital improvement projects, identify and forecast funding sources, prioritize improvements based on funding available, and estimate a timeline for the completion of individual improvements. Among the City’s continued highest priorities, and to which a substantial portion of the five-year capital improvement plan is designated, are stormwater, drainage, sidewalk improvements, park improvements, and road/paving projects. Some of the one-time projects are being completed with ARPA funds.

Relevant Financial Policies

The City has established a comprehensive set of financial policies to protect the overall financial well-being of the City and provide the framework for sound financial oversight of the City’s operations.

The City has policies to govern the City budget and the transfer of appropriations and supplemental appropriations. The City maintains the goal of producing a balanced budget to achieve long-term financial stability for the community. Additionally, the City created the Budget Advisory Committee to enhance the transparency of the budget, address long-term fiscal sustainability, and assist the City with its financial and budgetary goals.

The City Manager and Finance Director work throughout the year to monitor the City’s financial activity and each month provide to the City Council a statement of revenues and expenditures and a complete check register. The same information is uploaded to the City’s transparency center on the website, ClearGov, as the City believes that the City’s financial information needs to be easy to access and understand and readily available to everyone.

It is the policy of the City and the will of the City Council to maintain a healthy general fund reserve. The City’s Budget Advisory Committee recommended maintaining a general fund balance reserve of 25% of revenues. Additionally, the City adopted an investment policy to invest funds in a manner that will provide the highest investment return with the maximum security while meeting the City’s daily cash flow demands and complying with all statutes governing the investment of City funds.

Major Initiatives

Cornerstone Charter Academy (CCA) is moving forward with their campus expansion project. The master plan is complete and approved and both the City and CCA continue to work together on the best way to move this forward. The first phase of the expansion has begun. The old Bank of America building has been demolished and work has started for a new building on this site.

ARPA funds were used this year for many small equipment and capital purchases including roll-up doors for the Public Works building and lawn equipment for landscape maintenance. The Police Department used funds for new computers, body worn cameras, AEDs, license plate readers, radars, policy/training system, and a firearm simulator. Many sidewalks throughout the City were repaired/replaced and a significant amount will continue this next year. Besides sidewalks, the City will continue to use ARPA this next year for stormwater projects, City facility improvements, and for a new boat dock for the Police Department.

The City previously installed crosswalks on Judge/Daetwyler for safety and is looking to improve this area with grant funds in FY 24/25. The City is also looking to get grant funding and partner with the county to improve

Hoffner Ave. The City continues to look at renovating its park and will look at Trimble and Regal Park for renovations in the future.

The City will also continue to look to expand its boundaries through annexation to increase the tax base as well as acquire, as needed, available real estate properties for future expansion of municipal facilities when it is advantageous to the City and its mission and vision.

The city made and will continue to make needed improvements to its stormwater systems, not only to control the street flooding that commonly occurs from downpours but also to keep the water quality of Lake Conway at the highest level possible.

Awards and Acknowledgements

The Government Finance Officers Association of the United States and Canada (GFOA) awarded the Certificate of Achievement for Excellence in Financial Reporting to the City of Belle Isle for its Annual Comprehensive Financial Report for the fiscal year ending September 30, 2022. This was the twenty-third consecutive year the city received this prestigious award.

The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. To be awarded a Certificate of Achievement, a governmental unit must publish an easily readable and efficiently organized Annual Comprehensive Financial Report, the contents of which conform to program standards. Such reports must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. Our current annual comprehensive financial report continues to conform to the Certificate of Achievement Program requirements, and we are submitting it to the GFOA to determine its eligibility for another certificate.

The preparation of this report was made possible through the efficient, dedicated, and professional efforts of the Finance Department. The significant amount of year-end closing procedures required before the audit could only have been accomplished with much hard work and personal sacrifice. We would also like to express our appreciation to all other City departments who, although not extensively involved in year-end audit activities, contributed significantly by ensuring the accuracy and integrity of accounting information compiled throughout the year.

We especially thank the Mayor and each City Commissioner for their continued support and commitment to maintaining the City's financial integrity. The City can look forward to a secure financial future with their continued leadership.

Respectfully submitted,



Rick J. Rudometkin
City Manager



Tracey Richardson
Finance Director

Elected Officials

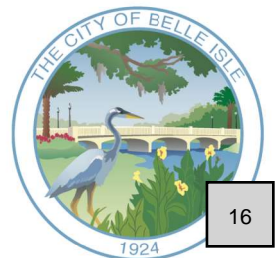
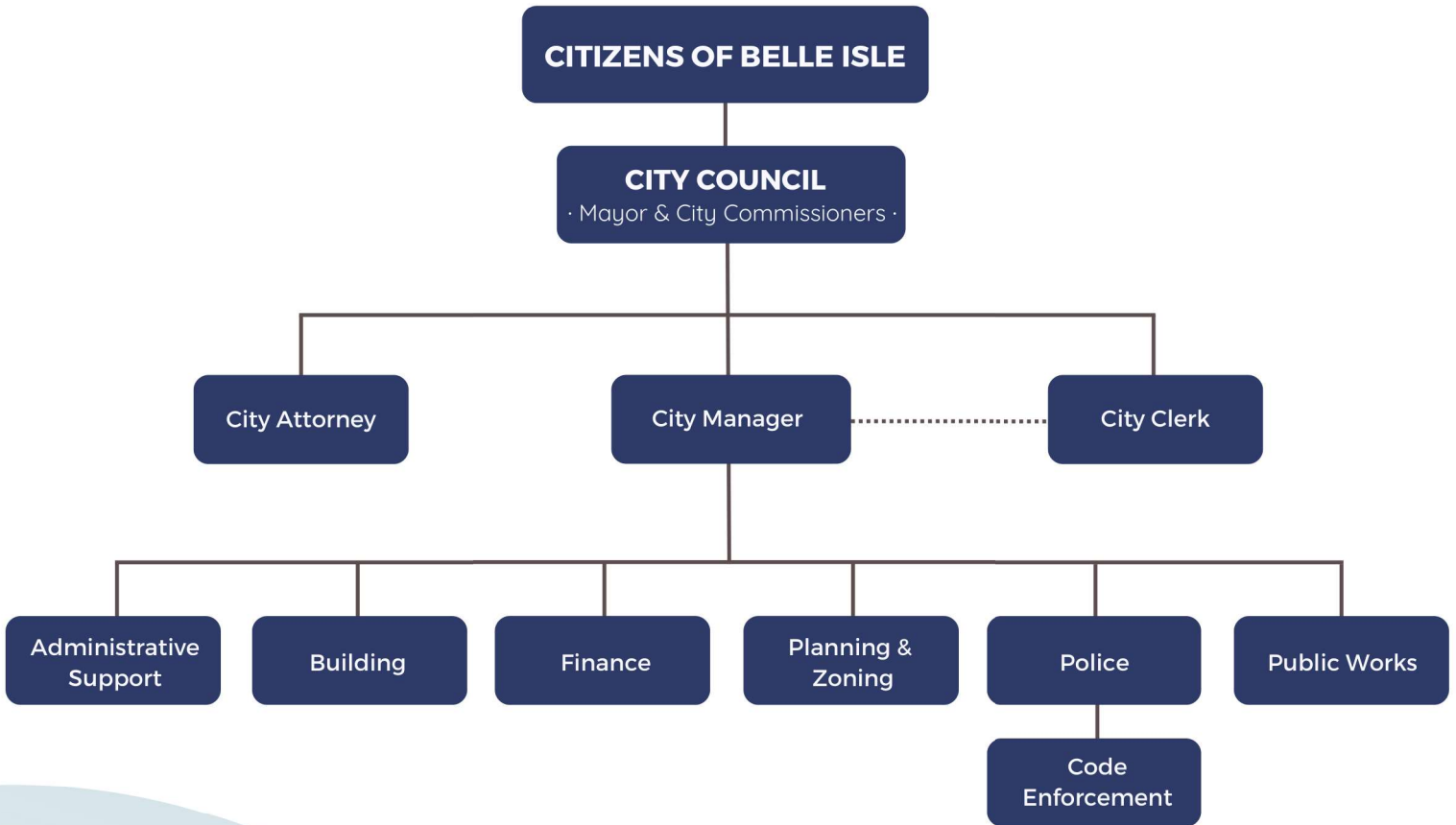
Mayor	Honorable Nicholas Fouraker
District #1 City Commissioner	Frank Vertolli
District #2 City Commissioner	Holly Bobrowski
District #3 City Commissioner	Vacant
District #4 City Commissioner	Jason Carson
District #5 City Commissioner	Beth Lowell
District #6 City Commissioner	Stanley Smith
District #7 City Commissioner	Jim Partin

City Officials

City Manager	Rick Rudometkin
City Clerk	Yolanda Quiceno
Finance Director	Tracey Richardson
Police Chief	Travis Grimm
Public Works Director	Phil Price
City Planner	Raquel Lozano

City of Belle Isle, Florida
ORGANIZATIONAL CHART

a.





Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**City of Belle Isle
Florida**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

September 30, 2022

Christopher P. Morill

Executive Director/CEO

FINANCIAL SECTION

This section contains the following subsections:

- Independent Auditor's Report
- Management's Discussion and Analysis
- Basic Financial Statements
- Notes to Financial Statements
- Required Supplementary Information
- Combining and Individual Fund Statements and Schedules

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and City Commissioners
City of Belle Isle, Florida

Report on Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the *City of Belle Isle, Florida* (the "City"), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the City, as of September 30, 2023, and the respective changes in financial position and, where applicable, cashflows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller general of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The City's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City’s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City’s basic financial statements. The combining and individual fund financial statements and schedules are presented for the purposes of additional analysis and are not a required part of the financial statements.

The combining and individual nonmajor fund financial statements, and budgetary comparison schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, based on our audit, and the procedures performed as described above, the combining and individual nonmajor fund financial statements and budgetary comparison schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Information Included in the Annual Report

Management is responsible for the other information included in the annual report. The other information comprises the introductory section and statistical schedules but does not include the financial statements and our auditor’s report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated June 27, 2024 on our consideration of the *City of Belle Isle, Florida’s* internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City’s internal control over financial reporting and compliance.

McDiarmid Davis

Orlando, Florida
June 27, 2024

As management of the *City of Belle Isle, Florida* we offer readers of the *City of Belle Isle's* financial statements this narrative overview and analysis of the financial activities of the *City of Belle Isle* for the fiscal year ended September 30, 2023. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal.

Financial Highlights

- The assets of the *City of Belle Isle* exceeded its liabilities and deferred inflows at the close of the most recent fiscal year by \$19,523,052 (net position). Of this amount, \$3,299,096 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors.
- The government's total net position decreased by \$634,531.
- As of the close of the current fiscal year, the *City of Belle Isle's* governmental funds reported combined ending fund balances of \$4,009,701, a decrease of \$688,811 in comparison with the prior year. The general fund had an ending unassigned fund balance of \$2,840,446, which is 24% of total general fund expenditures.
- The *City of Belle Isle's* total debt is \$3,513,747 at September 30, 2023.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the *City of Belle Isle's* (the "City") basic financial statements. The City's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the *City of Belle Isle's* finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the City's assets and liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The governmental activities of the City of Belle Isle include general government, public safety and physical environment.

The government-wide financial statements include only the *City of Belle Isle* itself (known as the primary government).

The government-wide financial statements can be found on pages 8 - 9 of this report.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The *City of Belle Isle*, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The *City of Belle Isle* has nine governmental funds - the General Fund, the Debt Service Fund, five special revenue funds, and two capital projects fund.

Governmental Funds - Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The *City of Belle Isle* adopts an annual appropriated budget for all governmental funds. A budgetary comparison statement has been provided for the general fund, debt service fund, special revenue funds, and capital projects funds to demonstrate compliance with this budget and are presented as required supplementary information for the General Fund, Stormwater Fund, Debt Service Fund, Capital Projects Fund, and combining schedules for the nonmajor governmental funds.

The basic governmental fund financial statements can be found on pages 10-12 of this report.

Government-Wide Financial Analysis

Statement of Net Position - As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the *City of Belle Isle*, assets exceeded liabilities and deferred inflows of resources by \$19,523,052 at the close of the most recent fiscal year.

Statement of Net Position

	Governmental Activities	
	2023	2022
Current and other assets	\$ 22,826,081	24,526,139
Capital assets	19,176,632	18,708,483
Total assets	42,002,713	43,234,622
Long-term liabilities outstanding	3,661,916	3,247,593
Other liabilities	2,661,387	3,337,807
Total liabilities	6,323,303	6,585,400
Total deferred inflows of resources	16,156,358	16,491,639
Net Position:		
Net investment in capital assets	15,655,211	16,045,825
Restricted	568,745	238,340
Unrestricted	3,299,096	3,873,418
Total net position	\$ 19,523,052	\$ 20,157,583

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Eighty percent (80%) of the City's net position is net investment in capital assets (e.g., land, buildings, improvements, infrastructure and equipment) less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. An additional portion of the City's net position, \$568,745 (3%) represents resources that are subject to external restrictions on how they may be used.

The remaining balance of unrestricted net position, \$3,299,096 may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the *City of Belle Isle* is able to report positive balances in all categories of net position.

Statement of Activities

Governmental activities decreased the *City of Belle Isle's* net position by \$634,531. Key elements of this decrease are as follows:

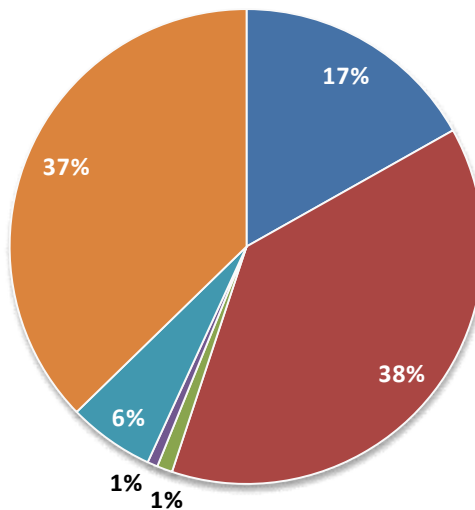
Changes in Net Position

	Governmental Activities	
	2023	2022
Revenues:		
Program Revenues:		
Charges for services	\$ 3,038,192	\$ 3,062,702
Operating grants and contributions	1,063,400	888,901
Capital grants and contributions	82,148	29,563
	<u>4,183,740</u>	<u>3,981,166</u>
General Revenues:		
Property taxes	4,079,655	3,763,201
Franchise and utility taxes	642,375	585,835
Intergovernmental	1,847,003	1,823,413
Investment income and miscellaneous	115,266	60,676
Special items	79,018	7,421,327
	<u>6,763,317</u>	<u>13,654,452</u>
Total revenues	<u>10,947,057</u>	<u>17,635,618</u>
Expenses:		
General government	3,198,355	1,696,238
Public safety	5,599,416	4,672,622
Physical environment	2,651,244	2,543,679
Interest on long-term debt	132,573	612,696
	<u>11,581,588</u>	<u>9,525,235</u>
Total expenses	<u>11,581,588</u>	<u>9,525,235</u>
Increase (Decrease) in Net Position	(634,531)	8,110,383
Net position, beginning	<u>20,157,583</u>	<u>12,047,200</u>
Net position, ending	<u>\$ 19,523,052</u>	<u>\$ 20,157,583</u>

Program revenues increased by \$202,574 primarily due to red light camera revenue, ARPA revenue recognized in 2023, building permit revenue and receipt of FEMA reimbursements related to Hurricane Ian. On the expense side, expenses increased \$2,056,353 primarily due to ARPA expenses and funds used in cleanup efforts after Hurricane Ian.

Revenues by Source - Governmental Activities

- Intergovernmental
- Program Revenues
- Investment Income & Miscellaneous
- Special Items
- Other Taxes
- Property Taxes



Financial Analysis of the Government's Funds

As noted earlier, the *City of Belle Isle* used fund accounting to ensure and demonstrate compliance with finance-related requirements.

Governmental Funds - The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the *City of Belle Isle's* financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The general fund is the largest fund of the *City of Belle Isle, Florida*. The general fund balance decreased by \$332,709 primarily due to the funds used in cleanup efforts after Hurricane Ian.

The debt service fund balance decreased by \$104,058 due to closing of the debt service fund.

The stormwater fund balance decreased by \$251,077 primarily due to increase in infrastructure project costs taken on during the year.

The capital improvements fund balance decreased by \$10,785 due to professional services incurred in efforts to purchase land.

General Fund Budgetary Highlights

Difference between original General Fund budget and the final amended General Fund budget resulted in a \$1,157,144 increase in expenditures during the current year due to expenditures related to cleanup efforts after Hurricane Ian.

During the fiscal 2023 year, actual revenues were more than budgeted revenues in the General Fund by approximately \$453,000. Also, expenditures less than budgeted by approximately \$400,000 primarily due to reduced operating costs in public safety.

Capital Asset and Debt Administration

Capital Assets - The *City of Belle Isle's* investment in capital assets for its governmental activities as of September 30, 2023, amounts to \$19,176,632 (net of accumulated depreciation), as detailed below. The total increase in City's total capital assets for the current fiscal year was \$468,149 (a 3% increase in total capital assets).

	Governmental Activities	
	2023	2022
Land	\$ 3,499,595	\$ 3,499,595
Buildings	6,486,927	6,674,986
Improvements	2,090,696	2,063,462
Machinery and equipment	590,143	663,991
Intangibles	6,002	10,002
Infrastructure	5,457,367	5,253,545
Lease assets	953,195	325,394
Subscription assets	92,707	-
Construction in progress	-	217,508
Total	\$ 19,176,632	\$ 18,708,483

Additional information on the *City of Belle Isle's* capital assets can be found in Note 7 of this report.

Long-Term Debt - At the end of the current fiscal year, the *City of Belle Isle* had total debt outstanding of \$3,513,747. This debt includes Capital Improvement Revenue Note, FMLC Refunding Revenue Bonds, lease and subscription liabilities. Additional information on long-term debt can be found in Note 10 of this report.

	Governmental Activities	
	2023	2022
Note payable	\$ 2,232,989	\$ 2,341,573
Bonds payable	310,000	405,000
Lease liability	918,307	336,293
Subscription liability	52,451	-
Total	\$ 3,513,747	\$ 3,082,866

Next Year's Budget and Rates

During the current fiscal year, the fund balance in the general fund increased to \$3,691,219 and \$846,266 of this balance was appropriated for expenditure in Fiscal Year 2024.

Requests for Information

This financial report is designed to provide a general overview of the *City of Belle Isle's* finances for all those with an interest in the government's finances. Questions concerning any of the information should be addressed to the office of the Finance Director, *City of Belle Isle*, 1600 Nela Avenue, Belle Isle, FL 32809.

Basic Financial Statements

	<u>Primary Government</u>
	<u>Governmental</u>
	<u>Activities</u>
Assets:	
Cash	\$ 6,455,104
Investments	37,917
Accounts receivable	33,616
Due from other governments	139,944
Lease receivable	16,154,993
Prepaid items	4,507
Capital Assets:	
Not being depreciated	3,499,595
Being depreciated, net	15,677,037
Total assets	<u>\$ 42,002,713</u>
Liabilities:	
Accounts payable	369,910
Accrued liabilities	18,920
Deposits	20,584
Due to other governments	16,683
Unearned revenue	2,235,290
Noncurrent Liabilities:	
Due within one year	497,734
Due in more than one year	3,164,182
Total liabilities	<u>6,323,303</u>
Deferred Inflows:	
Deferred credit on debt refunding	1,365
Deferred inflows - leases	16,154,993
Total deferred inflows of resources	<u>16,156,358</u>
Net Position:	
Net investment in capital assets	15,655,211
Restricted for:	
Capital projects	543,472
Public safety	25,273
Unrestricted	3,299,096
Total net position	<u>\$ 19,523,052</u>

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenue</u>			<u>Net (Expense)</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Revenue and Changes in Net Position</u>
					<u>Primary Government</u>
					<u>Governmental Activities</u>
Primary Government:					
Governmental Activities:					
General government	\$ 3,198,355	\$ 466,450	\$ 711,198	\$ 1,023	\$ (2,019,684)
Public safety	5,599,416	1,145,954	5,072	11,582	(4,436,808)
Physical environment	2,651,244	1,425,788	347,130	68,762	(809,564)
Culture and recreation	-	-	-	781	781
Interest on long-term debt	132,573	-	-	-	(132,573)
Total governmental activities	11,581,588	3,038,192	1,063,400	82,148	(7,397,848)
Total primary government	\$ 11,581,588	\$ 3,038,192	\$ 1,063,400	\$ 82,148	(7,397,848)
General Revenues and special item:					
Taxes:					
Property taxes					4,079,655
Franchise and utility taxes					642,375
Intergovernmental					1,847,003
Unrestricted investment earnings					21,957
Miscellaneous					93,309
Gain on sale of capital assets					79,018
Total general revenues and special item					6,763,317
Change in net position					(634,531)
Net position, beginning					20,157,583
Net position, ending					\$ 19,523,052

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Stormwater Fund</u>	<u>Capital Improvements Fund</u>	<u>Total Nonmajor Funds</u>	<u>Total Governmental Funds</u>
Assets:						
Cash and cash equivalents	\$ 5,664,418	\$ -	\$ 207,158	\$ 419,656	\$ 163,872	\$ 6,455,104
Investments	37,917	-	-	-	-	37,917
Accounts receivable	33,616	-	-	-	-	33,616
Due from other governments	139,944	-	-	-	-	139,944
Lease receivable	16,154,993	-	-	-	-	16,154,993
Prepaid items	4,507	-	-	-	-	4,507
Total assets	<u>\$ 22,035,395</u>	<u>\$ -</u>	<u>\$ 207,158</u>	<u>\$ 419,656</u>	<u>\$ 163,872</u>	<u>\$ 22,826,081</u>
Liabilities:						
Accounts payable	\$ 350,770	\$ -	\$ 19,140	\$ -	\$ -	\$ 369,910
Accrued liabilities	18,920	-	-	-	-	18,920
Due to other governments	16,683	-	-	-	-	16,683
Unearned revenue	1,782,226	-	453,064	-	-	2,235,290
Deposits	20,584	-	-	-	-	20,584
Total liabilities	<u>2,189,183</u>	<u>-</u>	<u>472,204</u>	<u>-</u>	<u>-</u>	<u>2,661,387</u>
Deferred inflows						
Deferred inflows - leases	16,154,993	-	-	-	-	16,154,993
Fund Balances:						
Nonspendable	4,507	-	-	-	-	4,507
Restricted for:						
Capital projects	-	-	-	419,656	1,804	421,460
Transportation impacts	-	-	-	-	122,012	122,012
Law enforcement education	-	-	-	-	25,273	25,273
Assigned for:						
Equipment replacement	-	-	-	-	14,783	14,783
Subsequent expenditures	846,266	-	-	-	-	846,266
Unassigned	2,840,446	-	(265,046)	-	-	2,575,400
Total fund balances	<u>3,691,219</u>	<u>-</u>	<u>(265,046)</u>	<u>419,656</u>	<u>163,872</u>	<u>4,009,701</u>
Total Liabilities, Deferred Inflows and Fund Balances	<u>\$ 22,035,395</u>	<u>\$ -</u>	<u>\$ 207,158</u>	<u>\$ 419,656</u>	<u>\$ 163,872</u>	

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not fund resources and, therefore, are not reported in the funds	19,176,632
Some liabilities and deferred inflows, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds	<u>(3,663,281)</u>
Net position of governmental activities	<u>\$ 19,523,052</u>

City of Belle Isle, Florida
Statement of Revenue, Expenditures and Changes in Fund Balance
Governmental Funds
Year Ended September 30, 2023

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Stormwater Fund</u>	<u>Capital Improvements Fund</u>	<u>Total Nonmajor Funds</u>	<u>Total Governmental Funds</u>
Revenues:						
Taxes:						
Property taxes	\$ 4,079,655	\$ -	\$ -	\$ -	\$ -	\$ 4,079,655
Franchise and utility	642,375	-	-	-	-	642,375
Licenses and permits	265,802	-	-	-	-	265,802
Intergovernmental	2,919,085	-	68,442	-	-	2,987,527
Charges for services	1,474,149	-	432,370	-	-	1,906,519
Impact fees	-	-	-	-	5,024	5,024
Fines and forfeitures	858,189	-	-	-	7,682	865,871
Investment income	5,815	-	4,037	-	12,105	21,957
Miscellaneous	93,309	-	-	-	-	93,309
Total revenues	10,338,379	-	504,849	-	24,811	10,868,039
Expenditures:						
Current:						
General government	2,957,540	-	-	10,785	-	2,968,325
Public safety	6,324,092	-	-	-	5,968	6,330,060
Physical environment	1,903,166	-	755,926	-	-	2,659,092
Debt Service:						
Principal	455,747	-	-	-	-	455,747
Interest and other charges	135,131	-	-	-	-	135,131
Capital Outlay	-	-	-	-	9,025	9,025
Total expenditures	11,775,676	-	755,926	10,785	14,993	12,557,380
Excess (deficiency) of revenues over expenditures	(1,437,297)	-	(251,077)	(10,785)	9,818	(1,689,341)
Other Financing Sources (Uses):						
Transfer In	104,058	-	-	-	-	104,058
Sale of general capital assets	76,722	-	-	-	-	76,722
Leases issued	923,808	-	-	-	-	923,808
Transfer Out	-	(104,058)	-	-	-	(104,058)
Total other financing sources	1,104,588	(104,058)	-	-	-	1,000,530
Net change in fund balances	(332,709)	(104,058)	(251,077)	(10,785)	9,818	(688,811)
Fund balances, beginning	4,023,928	104,058	(13,969)	430,441	154,054	4,698,512
Fund balances, ending	\$ 3,691,219	\$ -	\$ (265,046)	\$ 419,656	\$ 163,872	\$ 4,009,701

Reconciliation of the Statement Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities

Year Ended September 30, 2023

Net Change in Fund Balances - Total Governmental Funds \$ (688,811)

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the Statement of Activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period.

Capital outlay	\$ 1,789,042	
Depreciation	<u>(1,286,009)</u>	503,033

In the statement of activities, only the loss on the sale of capital assets is reported. However, in the governmental funds, the proceeds from the sale increase financial resources. Thus, the change in net position differs from the change in fund balance by the cost of the capital assets sold. 2,296

Governmental funds report debt proceeds as current financial resources. In contrast, the Statement of Activities treats such issuance of debt as a liability. Governmental funds report repayment of debt as an expenditure. In contrast, the Statement of Activities treats such repayments as a reduction in long-term liabilities. This is the amount by which repayments exceeded proceeds in the current period.

Leases issued	\$ (923,808)	
Principal repayments	<u>455,747</u>	(468,061)

Some expenses reported in the Statement of Activities do not require the use of current financial resources and these are not reported as expenditures in governmental funds.

Compensated absences	\$ 14,454	
Amortization of premium	2,104	
Amortization of deferred credit on refunding	<u>454</u>	<u>17,012</u>

Change in Net Position of Governmental Activities **\$ (634,531)**

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Reporting Entity

The *City of Belle Isle, Florida* (the "City") was incorporated April 25, 1924 under the Laws of Florida 75-329. The City operates under a council-manager form of government, with an appointed City Manager, seven elected City Commissioners, and a separately elected Mayor. The City provides the following services as authorized by its charter: public safety (fire and law enforcement), highways and streets, sanitation, parks and recreation, public improvements, planning and zoning, and general administrative services. The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States (GAAP) as applied to governmental units. The more significant of the City's accounting policies are described below.

In evaluating how to define the City, for financial reporting purposes, management has considered all potential component units. The definition of the reporting entity is based primarily on the notion of financial accountability. A primary government is financially accountable for the organizations that make up its legal entity. It is also financially accountable for legally separate organizations if its officials appoint a voting majority of an organization's governing body and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the primary government. A primary government may also be financially accountable for governmental organizations that are fiscally dependent on it. In applying the above criteria, the City has identified no component units.

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the City. Since the City has no business-type activities, only governmental activities are reported on the government-wide financial statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Property taxes, franchise taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenue of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The government reports the following major governmental funds:

General Fund - is the City's primary operating fund, and is always classified as a major fund. It accounts for all financial resources of the City, except those required to be accounted for in another fund.

Debt Service Fund - is used to account for the lease revenue received from the Charter Schools. The lease revenue is used to pay the debt service on the Series 2012 Lease Revenue Bonds issued by the City in October 2012 as well as repairs and maintenance to the Charter Schools as required by the lease agreement. This fund was closed in 2023.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Stormwater Special Revenue Fund - is used to account for stormwater management operations and related capital improvements.

Capital Improvements Capital Projects Fund - is used to account for the use of the proceeds of the Capital Improvement Revenue Note, Series 2020, for the acquisition of land and the construction of improvements as allowed by the Note.

The government reports the following nonmajor governmental funds:

Transportation impact fee special revenue fund - is used to account for collected impact fees on new development which are restricted for transportation related improvements.

Law enforcement education special revenue fund - is used to account for revenues received pursuant to Florida Statutes, which imposes a \$2.00 court cost against persons convicted for violations of criminal statutes. Funds must be used to educate and train law enforcement personnel.

Parks impact fee special revenue fund – is used to account for collected impact fees on new development which are restricted for the purpose of administering, planning, acquisition, expansion and development of additional land, amenities, and facilities for public parks and recreation purposes.

General impact fee special revenue fund – is used to account for collected impact fees on new development which are restricted solely for administering, planning, acquisition, expansion, and development of additional land, facilities, vehicles and equipment for general government facilities.

Capital equipment replacement capital projects fund - is used to set aside funds for future equipment replacement.

Assets, Liabilities, Deferred Outflows/Inflows, and Net Position/Fund Balance

Deposits and Investments

The government's cash and cash equivalents are considered to be cash on hand, demand deposits, and short term investments with original maturities of three months or less from the date of acquisition.

Investments for the City are reported at fair value within the fair value hierarchy established in accordance with GASB Statement No 72, *Fair Value Measurement and Application*, except for the position in the Florida State Board of Administration's Local Government Surplus Investment Pool (LGIP). In accordance with state law, the LGIP operates in conformity with all of the requirements of the Securities and Exchange Commission's (SEC) Rule 2a7 as promulgated under the Investment Company Act of 1940, as amended. Accordingly, the LGIP's qualify as a 2a7-like pools and are reported at the net asset value per share (which approximates fair value) even though it is calculated using the amortized cost method. The Florida State Board of Administration is subject to regulatory oversight by the State of Florida, although it is not registered with the SEC. The City's investments consist of investments authorized per their investment policy adopted in accordance with section 218.415, Florida Statutes.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as an expenditure when consumed rather than when purchased.

Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" or "advances to/from other funds." All other outstanding balances between funds are reported as "due to/from other funds." All receivables are shown net of an allowance for uncollectibles.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Capital Assets

Capital assets, which include property, plant equipment and infrastructure assets (e.g., roads, sidewalks and similar items), are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Land and construction in progress are not depreciated. The other property, plant, equipment and infrastructure of the City is depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	40
Improvements	5 - 15
Machinery & equipment	5 - 15
Intangibles	3 - 5
Infrastructure	25 - 40

Compensated Absences

The City's personnel policies permit full time employees to accrue personal leave time based upon length of service with the City. This paid time off (PTO) may be used for vacation, sick leave, or doctor appointments. Unused PTO will be paid to employees upon separation from City service at 100% after completion of six (6) months of continuous employment. For governmental activities, compensated absences are generally liquidated by the General Fund. A liability for these amounts is reported in the general fund only if they have matured, for example, due to employee retirements.

Long Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of premiums or discounts.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City does not have any item that qualifies for reporting in this category for the year ended September 30, 2023.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net assets that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The City has two items that qualify for reporting in this category, a deferred credit on debt refunding, and deferred inflows of leases. The deferred credit on debt refunding is deferred and amortized over the shorter of the life of the refunded or refunding debt. The deferred inflows of leases will be recognized over the life of the lease.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Position Flow Assumption

Sometimes the City will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted-net position and unrestricted-net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted-net position to have been depleted before unrestricted-net position is applied.

Fund Balance Flow Assumptions

Sometimes the City will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Fund Balance Policies

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The City itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the City's highest level of decision-making authority. The City Commission is the highest level of decision-making authority for the City that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the City for specific purposes but do not meet the criteria to be classified as committed. The City Commission is authorized to assign fund balance. The commission may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities and disclosures of contingent assets and liabilities as of the financial statement date and the reported amounts of revenues and expenses or expenditures during the reporting period. Actual results could differ from those estimates.

New GASB Statements Implemented

In fiscal year 2023, the City has implemented GASB Statement No. 96, *Subscription Based Information Technology Arrangements (SBITA)*. To the extent relevant, the standards for SBITA are based on the standards established in GASB Statement No. 87, *Leases*, as amended. Thus, by requiring recognition of certain SBITA assets and SBITA liabilities to be recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. As a result of implementation, there were no changes to beginning fund balances or beginning net position.

NOTE 2 RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

A. Explanation of Certain Differences Between the Governmental Fund Balance Sheet and the Government-Wide Statement of Net Position

The governmental fund balance sheet includes a reconciliation between fund balance - total governmental funds and net position - governmental activities as reported in the government-wide statement of net position. One element of that reconciliation explains that “long-term liabilities including bonds payable, are not due and payable in the current period and therefore are not reported in the funds.” The details of this difference are as follows:

Bonds payable	\$ 310,000
Add: Issuance premium (to be amortized over life of debt)	6,309
Add: Deferred credit on refunding (to be amortized over life of debt)	1,365
Note payable	2,232,989
Lease liability	918,307
Subscription liability	52,451
Compensated absences	141,860
	\$ 3,663,281
	\$ 3,663,281

B. Explanation of Certain Differences Between the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances and the Government-Wide Statement of Activities

The governmental fund statement of revenues, expenditures and changes in fund balances includes a reconciliation between net changes in fund balances - total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities.

NOTE 3 STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgetary Information

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. On or before the first Commission meeting in August, the City Manager submits to the City Commission a proposed operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them for all of the City's funds.
2. Public hearings are conducted at the City Hall to obtain taxpayer comments. Prior to September 30, the budget is legally enacted through passage of a resolution.
3. The City cannot legally exceed the budget; however, the City Manager is authorized to transfer budgeted amounts within a department. Any revisions that change the total expenditures of any department must be approved by the City Commission. The legal level of budgetary control is the department level.
4. Formal budgetary integration is employed as a management control device during the year for all of the City's funds.
5. Budgeted amounts presented in the accompanying financial statements have been adjusted for legally authorized revisions of the annual budget during the year. Encumbrance accounting is not employed. Unexpended and unencumbered appropriations lapse at the end of the fiscal year and are reappropriated in the ensuing year.

Expenditures in Excess of Appropriations

The debt service of the General Fund and Debt Service Fund contained expenditures in excess of appropriations for the fiscal year ended September 30, 2023.

Budgetary Basis of Accounting

The General Fund budget is prepared on a budgetary basis, where the City does not budget for capital outlay expenditures and other financing sources related to the acquisition of assets through leases.

NOTE 3 STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY (CONTINUED)

The following adjustments were necessary to convert General Fund expenditures and other financing sources (uses) on the GAAP basis to the budgetary basis:

	Expenditures	Other Financing Sources (Uses)
GAAP basis	\$ 11,775,676	\$ 1,104,588
Nonbudgeted lease transactions	(817,857)	(817,857)
Nonbudgeted subscription transactions	(105,951)	(105,951)
Budgetary basis	<u>\$ 10,851,868</u>	<u>\$ 180,780</u>

NOTE 4 CASH AND INVESTMENTS

Following are the components of the City's cash and investments at September 30, 2023:

Cash	\$ 6,455,104
Investments	<u>37,917</u>
	<u>\$ 6,493,021</u>

Deposits

All of the City's deposits are at institutions which are Qualified Public Depositories pursuant to Florida Statutes. Therefore, all bank deposits are entirely insured or collateralized by the Federal Depository Insurance Corporation (FDIC) and the Bureau of Collateral Securities, Division of Treasury.

Investments

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset.

Under GASB 72, assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted prices for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable, and uses significant unobservable inputs that uses the best information available under the circumstances, which includes the City's own data in measuring unobservable inputs.

The City's investment policies are governed by State Statutes and City ordinances. City ordinance allows investments in any financial institution that is a qualified public depository of the State of Florida as identified by the State Treasurer, in accordance with Chapter 280 of the Florida Statutes. Authorized investments are:

1. The State Board of Administration Local Government Investment Pool (SBA);
2. Securities and Exchange Commission Registered Money Market Funds;
3. Savings accounts and certificates of deposit in state-certified qualified public depositories;
4. The Florida Municipal Investment Trust, administered by the Florida League of Cities, Inc.
5. U.S. Government Agency Securities and U.S. Treasury Bills, Notes and Bonds;
6. Overnight bank sweep accounts.

NOTE 4 CASH AND INVESTMENTS (CONTINUED)

The SBA is not a registrant with the Securities and Exchange Commission (SEC); however, the State of Florida does provide regulatory oversight. The Board has adopted operating procedures consistent with the requirements for a 2a-7 fund for the Florida Prime Fund; therefore, the pool net asset value per share can be used as fair value for financial reporting. The SBA does not impose any limitations or restrictions on withdrawals; however, under certain conditions involving a material impact on liquidity or operations of the fund, the SBA may limit withdrawals for a period of up to 15 days. As of September 30, 2023, there were no redemption fees, maximum transaction amounts, or any other requirements that serve to limit a participant's daily access to 100% of their account value.

Investments made by the *City of Belle Isle* at September 30, 2023 are summarized below. In accordance with GASB 31, investments are reported at amortized cost, which approximates fair value.

<u>Investment Type</u>	<u>Fair Value</u>	<u>Credit Rating</u>	<u>Weighted Average Maturity</u>
Florida PRIME	\$ 37,917	AAAm	35 days

Credit Risk

The City's investment policy limits credit risk by restricting authorized investments to those described above.

Custodial Credit Risk

In the case of deposits, this is the risk that in the event of a bank failure, the City's deposits may not be returned to it. The City's investment policy requires that bank deposits be secured as provided by Chapter 280, Florida Statutes. This law requires local governments to deposit funds only in financial institutions designated as qualified public depositories by the Chief Financial Officer of the State of Florida, and creates the Public Deposits Trust Fund, a multiple financial institution pool with the ability to assess its member financial institutions for collateral shortfalls if a default or insolvency has occurred. At September 30, 2023, all of the City's bank deposits were in qualified public depositories.

For an investment, this is the risk that, in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. At September 30, 2023, none of the investments listed are exposed to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form.

Concentration of Credit Risk

The City's investment policy requires diversification, but does not specify limits on types of investments.

Interest Rate Risk

The City's investment policy does not specifically address interest rate risk; however, the general investment policy is to apply the prudent-person rule: Investments are made as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and in general, avoid speculative investments. The City manages its exposure to declines in fair values by investing primarily in pooled investments that have a weighted average maturity of less than three months.

NOTE 5 RECEIVABLES

In accordance with the City's implementation of GASB Statement No. 87, *Leases*, the City's lease receivable is measured at the present value of lease payments expected to be received during the lease term. The receivables totaling \$16,154,993 are reported as deferred inflows of resources in the governmental activities statement of net position and general fund balance sheet. See Note 14 Leases for further information.

NOTE 6 PROPERTY TAX

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on October 1 and payable by March 31. The County bills and collects property taxes. Collections of the property taxes by the county and remittance of them to the City are accounted for in the general fund. City property tax revenues are recognized when levied to the extent that they result in current receivables.

The City is permitted by the Municipal Finance Law of the State to levy taxes up to \$10 per \$1,000 of assessed valuation for general governmental services other than the payment of principal and interest on long-term debt and in unlimited amounts for the payment of principal and interest on long-term debt. The combined tax rate to finance general governmental services for the year ended September 30, 2023, was 4.4018 per \$1,000, which means the City has a tax margin of 5.5982 per \$1,000 and could raise up to \$5,349,801, before discount, additionally each year from the present assessed valuation of \$955,628,786 before the limit is reached.

NOTE 7 CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2023 was as follows:

	<u>Beginning Balance</u>	<u>Increases/ Transfers</u>	<u>Decreases/ Transfers</u>	<u>Ending Balance</u>
Governmental Activities:				
Capital Assets, Not Being Depreciated:				
Land	\$ 3,499,595	\$ -	\$ -	\$ 3,499,595
Construction in progress	217,508	242,531	(460,039)	-
Total capital assets, not being depreciated	<u>3,717,103</u>	<u>242,531</u>	<u>(460,039)</u>	<u>3,499,595</u>
Capital Assets, Being Depreciated:				
Buildings	8,966,928	36,901	-	9,003,829
Improvements	3,363,703	238,373	-	3,602,076
Machinery & equipment	1,670,295	81,317	(3,151)	1,748,461
Intangibles	61,287	-	-	61,287
Infrastructure	10,979,671	726,151	-	11,705,822
Lease assets:				
Machinery & equipment	393,149	817,857	(47,772)	1,163,234
Subscription assets	-	105,951	-	105,951
Total capital assets being depreciated	<u>25,435,033</u>	<u>2,006,550</u>	<u>(50,923)</u>	<u>27,390,660</u>
Less Accumulated Depreciation for:				
Buildings	(2,291,942)	(224,960)	-	(2,516,902)
Improvements	(1,300,241)	(211,139)	-	(1,511,380)
Machinery & equipment	(1,006,304)	(155,165)	3,151	(1,158,318)
Intangibles	(51,285)	(4,000)	-	(55,285)
Infrastructure	(5,726,126)	(522,329)	-	(6,248,455)
Lease assets:				
Machinery & equipment	(67,755)	(155,172)	12,888	(210,039)
Subscription assets	-	(13,244)	-	(13,244)
Total accumulated depreciation	<u>(10,443,653)</u>	<u>(1,286,009)</u>	<u>16,039</u>	<u>(11,713,623)</u>
Total capital assets being depreciated, net	<u>14,991,380</u>	<u>720,541</u>	<u>(34,884)</u>	<u>15,677,037</u>
Governmental activities capital assets, net	<u>\$ 18,708,483</u>	<u>\$ 963,072</u>	<u>\$ (494,923)</u>	<u>\$ 19,176,632</u>

NOTE 7 CAPITAL ASSETS (CONTINUED)

Depreciation and amortization of lease and subscription assets was charged to functions/programs of the City as follows:

Governmental Activities:

General government	\$ 290,473
Public safety	73,176
Public safety- lease assets	155,172
Physical environment	<u>767,188</u>
Total depreciation expense, governmental activities	<u>\$ 1,286,009</u>

NOTE 8 RETIREMENT PLANS

Employees Defined Contribution Plans

The City is a participant in the Florida Municipal Pension Trust Fund, a multiple employer 401(a) defined contribution plan. The plan is established and administered by and can be amended under the authority of the Florida League of Cities, Inc. All full-time employees are eligible to participate in the plan the first full month from date of hire. As soon as an employee is eligible to participate in the plan, contributions are made by the City. Under this plan, the City contributes 18.5% of eligible wages for police officers and 16% for all other eligible employees. The contribution rate is established by the City Commission. Employees do not participate in the plan funding. Employees are 100% vested upon completion of one year of service. No fixed benefits are paid or payable upon retirement. At September 30, 2023, there were 35 participants in the plan.

During the year ended September 30, 2023, the City contributed \$382,821 to the plan and no forfeitures were used to reduce the City's contribution. The City has no unfunded liability under this plan.

Deferred Compensation Plan

The City also participates in the Florida Municipal Pension Trust Fund 457(b) Deferred Compensation Plan, a multiple employer plan created in accordance with Internal Revenue Code Section 457 (the 457 Plan). The 457 Plan, available to all full-time employees immediately upon employment, permits participants to defer a portion of their current salary until future years. The plan is established and administered by, and can be amended under the authority of the Florida League of Cities, Inc. The City is not required and does not contribute to the 457 Plan. At September 30, 2023, there were 17 active plan participants. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

All assets of these plans are held in trust for the exclusive benefit of plan participants and their beneficiaries and are not accounted for in the City's financial statements.

NOTE 9 OTHER POSTEMPLOYMENT BENEFITS

Pursuant to Resolution 10-15, the City has elected not to make continuation of group health insurance through the City's current provider available to retirees and eligible dependents.

NOTE 10 LONG-TERM DEBT

Long-term debt activity for the year ended September 30, 2023 was as follows:

	Beginning Balance	Additions	Deductions	Ending Balance	Due Within One Year
Revenue bonds	\$ 405,000	\$ -	\$ (95,000)	\$ 310,000	\$ 100,000
Unamortized premium	8,413	-	(2,104)	6,309	-
Revenue note	2,341,573	-	(108,584)	2,232,989	110,842
Lease liability	336,293	817,857	(235,843)	918,307	220,255
Subscription Liability	-	105,951	(53,500)	52,451	52,451
Compensated absences	156,314	141,860	(156,314)	141,860	14,186
	<u>\$ 3,247,593</u>	<u>\$ 1,065,668</u>	<u>\$ (651,345)</u>	<u>\$ 3,661,916</u>	<u>\$ 497,734</u>

Revenue Bonds - Public Offering

On September 27, 2016, the City issued \$935,000 of FMLC Refunding and Improvement Revenue Bonds, Series 2016 with interest rates ranging from 2.0% to 4.0% to refund FMLC Revenue Bonds, Series 2006. The \$935,000 loan is secured by a covenant to appropriate in the annual budget the amount of non-ad valorem revenues to satisfy repayment. In the event of default, the lender may declare all principal and accrued interest to be due and payable immediately.

Total principal and interest remaining on the Series 2016 Bonds as of September 30, 2023 is \$323,813. For the year ended September 30, 2023, total principal and interest paid was \$103,625.

Revenue Notes - Direct Borrowing

On September 25, 2020, the City issued \$2,551,281 of Capital Improvement Revenue Notes, Series 2020 with an interest rate of 2.08%. The proceeds of the Note are to be used to finance the costs of acquisition and improvement of property located within the City of Belle Isle for a future purpose. Additionally, funds may be used for stormwater improvements within the City. The \$2,551,281 loan is secured by a covenant to appropriate in the annual budget the amount of non-ad valorem revenues to satisfy repayment and that the loan shall only be used for payment of the costs of the projects. In the event of default, the lender may declare all principal and accrued interest to be due and payable immediately.

Total principal and interest remaining on the 2020 Note as of September 30, 2023 is \$2,673,906. For the year ended September 30, 2023, total principal and interest paid was \$157,288.

Revenue bonds and revenue note outstanding at year end are as follows:

Governmental Activities	Interest Rates and Dates	Maturity	Original Amount	Balance September 30, 2023
FMLC refunding revenue Bonds, Series 2016	2.00% - 4.00% (4/1 & 10/1)	10/1/2026	<u>\$ 935,000</u>	<u>310,000</u>
Total revenue bond				310,000
Capital improvement revenue Note, Series 2020	2.08% (4/1 & 10/1)	10/1/2040	<u>\$ 2,551,281</u>	<u>2,232,989</u>
Total				<u>\$ 2,542,989</u>

NOTE 10 LONG-TERM DEBT (CONTINUED)

Annual debt service requirements to maturity are as follows:

<u>Year Ending September, 30</u>	<u>Revenue Notes</u>		<u>Revenue Bonds</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2024	\$ 110,842	\$ 46,446	\$ 100,000	\$ 6,725
2025	113,148	44,141	105,000	4,725
2026	115,501	41,787	105,000	2,363
2027	117,904	39,385	-	-
2028	120,356	36,932	-	-
2029 - 2033	640,391	146,052	-	-
2034 - 2038	709,819	76,623	-	-
2039 - 2043	305,028	9,550	-	-
	<u>\$ 2,232,989</u>	<u>\$ 440,916</u>	<u>\$ 310,000</u>	<u>\$ 13,813</u>

Line of Credit

The City entered into a revolving line of credit agreement with a financial institution on July 19, 2012 for the amount of \$750,000. The interest rate is the Wall Street Journal prime rate plus 0.5% floating with a floor of 6.25% (6.75% at September 30, 2023). Repayment terms are interest only due monthly with maturity date of October 19, 2023. The line of credit is unsecured. At September 30, 2023, the City had no balance outstanding and \$750,000 available on the line of credit to draw down.

Leases

The City has entered into agreements to lease certain equipment. The lease agreements qualify as other than short-term leases under GASB 87 and, therefore, have been recorded at the present value of the future minimum lease payments as of the date of their inception.

The City has entered into a master lease agreement on March 14, 2018, to lease vehicles. Individual lease terms range from 12 to 36 months, however, only the leases with 36 month terms have been recognized as other than short-term leases. These leases require 36 monthly payments ranging from \$615.69 to \$1,200.22. There are no variable payment components of the leases. The lease liability is measured at a discount rate of 2%, which is the City's incremental borrowing rate. As a result of the lease, the City has recorded a right to use asset with a net book value of \$267,403 as of September 30, 2023.

In July 2023, the City entered into a 10 year lease agreement to lease certain police equipment. An initial lease liability was recorded in the amount of \$703,376. As of September 30, 2023, the value of the lease liability is \$626,607. The City is required to make annual payments of \$76,769. The lease liability is measured at a discount rate of 2%, which is the City's incremental borrowing rate. The value of the right to use asset as of September 30, 2023 of \$703,376 with accumulated amortization of \$17,584 is included with lease assets in Note 7.

NOTE 10 LONG-TERM DEBT (CONTINUED)

The future minimum lease obligations and the net present value of these minimum lease payments as of September 30, 2023, were as follows:

<u>Year Ending September, 30</u>	<u>Leases</u>	
	<u>Principal</u>	<u>Interest</u>
2024	\$ 220,255	\$ 63,986
2025	149,755	31,496
2026	95,546	17,314
2027	83,546	11,755
2028	76,886	7,605
2029-2032	292,319	14,761
	<u>\$ 918,307</u>	<u>\$ 146,917</u>

SBITA

In July 2023, the city entered into a 24 month subscription for the use of license plate reader software. An initial subscription liability was recorded in the amount of \$105,951. As of September 30, 2023, the value of the subscription liability is \$52,451. The City is required to make annual payments of \$53,500. The subscription liability is measured using an interest rate of 2%, which is the City's incremental borrowing rate. The value of the right to use asset as of September 30, 2023 of \$105,951 with accumulated amortization of \$13,244 is included with subscription assets in Note 7.

Annual debt service requirements to maturity for SBITA's are as follows:

<u>Year Ending September, 30</u>	<u>SBITA</u>	
	<u>Principal</u>	<u>Interest</u>
2024	\$ 52,451	\$ 1,049
	<u>\$ 52,451</u>	<u>\$ 1,049</u>

NOTE 11 RISK MANAGEMENT

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; job-related illnesses or injuries to employees; and natural disasters. Risk of loss from the above is transferred by the City to various commercial insurers through the purchase of insurance. There has been no significant reduction in insurance coverage from the previous year. There have been no settlements in excess of insurance coverage in any of the prior three fiscal years.

NOTE 12 CONTINGENCIES

During the ordinary course of its operations, the City is a party to various claims, legal actions, and complaints. In addition, although the outcome of these lawsuits is not presently determinable, in the opinion of the City's management and legal counsel, these matters are not anticipated to have a material financial impact on the City.

NOTE 13 RELATED PARTIES

The City has authority to appoint 2 seats (out of a total of 9) to the Board of Directors of the City of Belle Isle Charter Schools Inc. (see Note 14). The City has no ability to impose its will upon the Charter Schools and the Charter Schools are not fiscally accountable to the City. Therefore, the Charter Schools are not considered component units of the City.

NOTE 14 LEASE AGREEMENT

In October 2012, the Charter Schools entered into an educational facilities lease agreement with the City. In October 2021, the lease agreement was modified as a result of the charter school bond payoff. The new agreement is a thirty-seven year lease, effective on the bond payoff date for the use of the City owned charter school buildings. Under the new lease agreement, an initial lease receivable was recorded in the amount of \$16,489,820. The lessee is required to make annual payments of \$334,827. The annual payments are subject to an annual CPI increase, not to exceed 2% per annum. The lease has an interest rate of 0%. As of September 30, 2023, the value of the lease receivable and deferred inflows of resources is \$16,154,993 and the City recognized lease revenue of \$334,827 during the fiscal year under the revised lease agreement.

Total minimum future lease payments to be received by the City are as follows:

Fiscal Year Ending	Principal	Interest
2024	\$ 339,008	\$ -
2025	343,272	-
2026	347,621	-
2027	352,057	-
2028	356,582	-
2029 - 2033	1,854,020	-
2034 - 2038	1,981,520	-
2039 - 2043	2,137,588	-
2044 - 2048	2,357,349	-
2049 - 2053	2,602,710	-
2054 - 2058	2,873,606	-
2059 - 2060	609,660	-
	\$ 16,154,993	\$ -

Following is a schedule of approximate cost and accumulated depreciation of capital assets under leases:

Land, buildings, and equipment	\$ 9,041,456
Accumulated depreciation	(2,301,526)
Capital assets held for lease	\$ 6,739,930

Required Supplementary Information

City of Belle Isle, Florida
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - General Fund
Year Ended September 30, 2023

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive
	Original	Final		
Revenues:				
Taxes:				
Property taxes	\$ 4,005,622	\$ 4,005,622	\$ 4,079,655	\$ 74,033
Franchise fees and utility taxes	515,500	620,500	642,375	21,875
Licenses and permits	207,000	264,000	265,802	1,802
Intergovernmental	3,478,039	2,663,669	2,919,085	255,416
Fines and forfeitures	462,500	802,925	858,189	55,264
Charges for services	1,283,031	1,448,508	1,474,149	25,641
Investment income	500	500	5,815	5,315
Miscellaneous	40,000	80,000	93,309	13,309
Total revenues	9,992,192	9,885,724	10,338,379	452,655
Expenditures:				
Current:				
General Government:				
Legislative	28,150	20,650	15,582	5,068
Executive	3,100	3,100	2,669	431
Finance and administrative	739,418	724,918	648,958	75,960
Other general government	825,200	2,379,393	2,290,331	89,062
Total general government	1,595,868	3,128,061	2,957,540	170,521
Public Safety:				
Law enforcement	3,601,474	3,883,759	3,489,177	394,582
Fire control	1,915,774	1,915,774	1,911,107	4,667
Total public safety	5,517,248	5,799,533	5,400,284	399,249
Physical Environment:				
Roads and streets	1,945,684	1,272,630	1,142,580	130,050
Solid waste disposal	746,762	762,482	760,586	1,896
Total physical environment	2,692,446	2,035,112	1,903,166	131,946
Debt Service:				
Principal	204,000	204,000	455,747	(251,747)
Interest	58,000	58,000	135,131	(77,131)
Total debt service	262,000	262,000	590,878	(328,878)
Total expenditures	10,067,562	11,224,706	10,851,868	372,838
Excess (deficiency) of revenues over expenditures	(75,370)	(1,338,982)	(513,489)	825,493
Other Financing Sources (Uses):				
Transfer in	-	-	104,058	104,058
Transfer out	(250,000)	-	-	-
Sale of general capital assets	-	-	76,722	76,722
Total other financing sources (uses)	(250,000)	-	180,780	180,780
Net change in fund balance	(325,370)	(1,338,982)	(332,709)	1,006,273
Fund balance, beginning	4,023,928	4,023,928	4,023,928	-
Fund balance, ending	\$ 3,698,558	\$ 2,684,946	\$ 3,691,219	\$ 1,006,273

City of Belle Isle, Florida
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Stormwater Fund
Year Ended September 30, 2023

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues:				
Intergovernmental	\$ 143,125	\$ 65,541	\$ 68,442	\$ 2,901
Charges for services	425,344	425,344	432,370	7,026
Investment income	500	500	4,037	3,537
Total revenues	568,969	491,385	504,849	13,464
Expenditures:				
Current:				
Physical environment	1,047,104	826,740	755,926	70,814
Total expenditures	1,047,104	826,740	755,926	70,814
Excess (deficiency) of revenues over expenditures	(478,135)	(335,355)	(251,077)	84,278
Net change in fund balance	(478,135)	(335,355)	(251,077)	84,278
Fund balance, beginning	(13,969)	(13,969)	(13,969)	-
Fund balance, ending	\$ (492,104)	\$ (349,324)	\$ (265,046)	\$ 84,278

The governmental funds' budgets are prepared on a budgetary basis, whereby the City may include a portion of the prior year's fund balance represented by unappropriated liquid assets remaining in the fund as a budgeted revenue in the succeeding year. The results of operations on a GAAP basis do not recognize the fund balance allocation as revenue as it represents prior periods' excess of revenues over expenditures. Also, the City does not budget for financing activities relating to the acquisition of capital assets or refunding of debt.

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**Combining and Individual Fund
Statements and Schedules**

Debt Service Fund

This fund was established to account for the lease revenue received from the Charter Schools. The lease revenue was used to pay the debt service on the Series 2012 Lease Revenue Bonds issued by the City in October 2012, as well as to provide common area maintenance and improvements for the leased properties; however, this fund was closed in 2023 due to the new lease agreement and bond payoff.

Capital Improvement Fund

This fund was established to account for the use of the proceeds of the Capital Improvement Revenue Note, Series 2020, for the acquisition of land and the construction of improvements as allowed by the Note.

City of Belle Isle, Florida
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Debt Service Fund
 Year Ended September 30, 2023

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
	Other Financing Sources (Uses):			
Transfer out	\$ -	\$ (104,058)	\$ (104,058)	\$ -
Total other financing sources (uses)	-	(104,058)	(104,058)	-
Net change in fund balance	-	(104,058)	(104,058)	-
Fund balance, beginning	104,058	104,058	104,058	-
Fund balance, ending	\$ 104,058	\$ -	\$ -	\$ -

City of Belle Isle, Florida
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Capital Improvement Fund
 Year Ended September 30, 2023

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
Expenditures:				
Current:				
General government:	\$ -	\$ 10,785	\$ 10,785	\$ -
Capital outlay	442,101	-	-	-
Total expenditures	<u>442,101</u>	<u>10,785</u>	<u>10,785</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	<u>(442,101)</u>	<u>(10,785)</u>	<u>(10,785)</u>	<u>-</u>
Net change in fund balance	<u>(442,101)</u>	<u>(10,785)</u>	<u>(10,785)</u>	<u>-</u>
Fund balance, beginning	<u>430,441</u>	<u>430,441</u>	<u>430,441</u>	<u>-</u>
Fund balance, ending	<u>\$ (11,660)</u>	<u>\$ 419,656</u>	<u>\$ 419,656</u>	<u>\$ -</u>

Nonmajor Special Revenue Funds

**Transportation Impact Fee
Special Revenue Fund**

This fund is used to account for collected impact fees on new development which are restricted for use in funding road construction directly related to new growth.

**Law Enforcement Education
Special Revenue Fund**

This fund is used to account for revenues received pursuant to Florida Statutes which imposes a \$2.00 court cost against persons convicted for violations of criminal statutes. Funds must be used to educate and train law enforcement personnel.

**Parks Impact Fee
Special Revenue Fund**

This fund is used to account for collected impact fees on new development which are restricted for the purpose of administering, planning, acquisition, expansion and development of additional land, amenities, and facilities for public parks and recreation purposes.

**General Impact Fee
Special Revenue Fund**

This fund is used to account for collected impact fees on new development which are restricted solely for administering, planning, acquisition, expansion, and development of additional land, facilities, vehicles and equipment for general government facilities.

Nonmajor Capital Projects Fund

**Capital Equipment Replacement
Fund**

This fund is used to account for replacements of capital equipment used by the city.

	Special Revenue Funds					Capital Projects Fund	Total Nonmajor Governmental Funds
	Transportation Impact Fee	Law Enforcement Education	Parks Impact Fee Fund	General Impact Fee Fund	Total Special Revenue Funds	Capital Equipment Replacement Fund	
Assets:							
Cash and cash equivalents	\$ 122,012	\$ 25,273	\$ 781	\$ 1,023	\$ 149,089	\$ 14,783	\$ 163,872
Total assets	<u>\$ 122,012</u>	<u>\$ 25,273</u>	<u>\$ 781</u>	<u>\$ 1,023</u>	<u>\$ 149,089</u>	<u>\$ 14,783</u>	<u>\$ 163,872</u>
Fund Balances:							
Restricted for:							
Transportation impacts	122,012	-	-	-	122,012	-	122,012
Law enforcement education	-	25,273	-	-	25,273	-	25,273
Capital projects	-	-	781	1,023	1,804	-	1,804
Assigned	-	-	-	-	-	14,783	14,783
Total fund balances	<u>122,012</u>	<u>25,273</u>	<u>781</u>	<u>1,023</u>	<u>149,089</u>	<u>14,783</u>	<u>163,872</u>
Total liabilities and fund balances	<u>\$ 122,012</u>	<u>\$ 25,273</u>	<u>\$ 781</u>	<u>\$ 1,023</u>	<u>\$ 149,089</u>	<u>\$ 14,783</u>	<u>\$ 163,872</u>

City of Belle Isle, Florida
Combining Statement of Revenues, Expenditures, and Changes in Fund Balance
Nonmajor Governmental Funds
Year Ended September 30, 2023

a.

	Special Revenue Funds					Capital Projects Fund	Total Nonmajor Governmental Funds
	Transportation Impact Fee	Law Enforcement Education	Parks Impact Fee Fund	General Impact Fee Fund	Total Special Revenue Funds	Capital Equipment Replacement Fund	
Revenues:							
Impact fees	\$ 3,220	\$ -	\$ 781	\$ 1,023	\$ 5,024	\$ -	\$ 5,024
Fines and forfeitures	-	7,682	-	-	7,682	-	7,682
Investment earnings	4,035	4,035	-	-	8,070	4,035	12,105
Total revenues	<u>7,255</u>	<u>11,717</u>	<u>781</u>	<u>1,023</u>	<u>20,776</u>	<u>4,035</u>	<u>24,811</u>
Expenditures:							
Current:							
Public safety	-	5,968	-	-	5,968	-	5,968
Capital Outlay:	-	-	-	-	-	9,025	9,025
Total expenditures	<u>-</u>	<u>5,968</u>	<u>-</u>	<u>-</u>	<u>5,968</u>	<u>9,025</u>	<u>14,993</u>
Excess (deficiency) of revenues over expenditures	<u>7,255</u>	<u>5,749</u>	<u>781</u>	<u>1,023</u>	<u>14,808</u>	<u>(4,990)</u>	<u>9,818</u>
Net change in fund balances	<u>7,255</u>	<u>5,749</u>	<u>781</u>	<u>1,023</u>	<u>14,808</u>	<u>(4,990)</u>	<u>9,818</u>
Fund balances, beginning	<u>114,757</u>	<u>19,524</u>	<u>-</u>	<u>-</u>	<u>134,281</u>	<u>19,773</u>	<u>154,054</u>
Fund balances, ending	<u>\$ 122,012</u>	<u>\$ 25,273</u>	<u>\$ 781</u>	<u>\$ 1,023</u>	<u>\$ 149,089</u>	<u>\$ 14,783</u>	<u>\$ 163,872</u>

City of Belle Isle, Florida
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Transportation Impact Fee Fund
 Year Ended September 30, 2023

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues:				
Impact fees	\$ -	\$ -	\$ 3,220	\$ 3,220
Investment income	500	500	4,035	3,535
Total revenues	500	500	7,255	6,755
Expenditures:				
Current:				
Physical environment	65,000	-	-	-
Total expenditures	65,000	-	-	-
Excess (deficiency) of revenues over expenditures	(64,500)	500	7,255	6,755
Net change in fund balance	(64,500)	500	7,255	6,755
Fund balance, beginning	114,757	114,757	114,757	-
Fund balance, ending	\$ 50,257	\$ 115,257	\$ 122,012	\$ 6,755

City of Belle Isle, Florida
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Law Enforcement Education Fund
 Year Ended September 30, 2023

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues:				
Fines and forfeitures	\$ 3,000	\$ 3,000	\$ 7,682	\$ 4,682
Investment income	500	500	4,035	3,535
Total revenues	3,500	3,500	11,717	8,217
Expenditures:				
Current:				
Public safety	6,000	6,000	5,968	32
Total expenditures	6,000	6,000	5,968	32
Excess (deficiency) of revenues over expenditures	(2,500)	(2,500)	5,749	8,249
Net change in fund balance	(2,500)	(2,500)	5,749	8,249
Fund balance, beginning	19,524	19,524	19,524	-
Fund balance, ending	\$ 17,024	\$ 17,024	\$ 25,273	\$ 8,249

City of Belle Isle, Florida
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Parks Impact Fee Fund
 Year Ended September 30, 2023

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues:				
Impact fees	\$ -	\$ 781	\$ 781	\$ -
Investment income	-	-	-	-
Total revenues	-	781	781	-
Expenditures:				
Current:				
Physical environment	-	-	-	-
Total expenditures	-	-	-	-
Excess (deficiency) of revenues over expenditures	-	781	781	-
Net change in fund balance	-	781	781	-
Fund balance, beginning	-	-	-	-
Fund balance, ending	\$ -	\$ 781	\$ 781	\$ -

City of Belle Isle, Florida
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - General Impact Fee Fund
 Year Ended September 30, 2023

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues:				
Impact fees	\$ -	\$ 1,023	\$ 1,023	\$ -
Investment income	-	-	-	-
Total revenues	-	1,023	1,023	-
Expenditures:				
Current:				
Physical environment	-	-	-	-
Total expenditures	-	-	-	-
Excess (deficiency) of revenues over expenditures	-	1,023	1,023	-
Net change in fund balance	-	1,023	1,023	-
Fund balance, beginning	-	-	-	-
Fund balance, ending	\$ -	\$ 1,023	\$ 1,023	\$ -

Schedule of Revenues, Expenditures, and Changes in Fund Balance

Budget and Actual - Capital Equipment Replacement Fund

Year Ended September 30, 2023

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues:				
Investment income	\$ 500	\$ 500	\$ 4,035	\$ 3,535
Total revenues	<u>500</u>	<u>500</u>	<u>4,035</u>	<u>3,535</u>
Expenditures:				
Capital outlay	50,000	9,100	9,025	75
Total expenditures	<u>50,000</u>	<u>9,100</u>	<u>9,025</u>	<u>75</u>
Excess (deficiency) of revenues over expenditures	<u>(49,500)</u>	<u>(8,600)</u>	<u>(4,990)</u>	<u>3,610</u>
Other Financing Sources (Uses):				
Transfer in	250,000	-	-	-
Total other financing sources (uses)	<u>250,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	200,500	(8,600)	(4,990)	3,610
Fund balance, beginning	<u>19,773</u>	<u>19,773</u>	<u>19,773</u>	<u>-</u>
Fund balance, ending	<u>\$ 220,273</u>	<u>\$ 11,173</u>	<u>\$ 14,783</u>	<u>\$ 3,610</u>

Statistical Section



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This part of the *City of Belle Isle's* annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the government's overall health.

Contents	<u>Page</u>
Financial Trends	39
These schedules contain trend information to help the reader understand how the government's financial performance and well-being have changed over time.	
Revenue Capacity	44
These schedules contain formation to help the reader asses the government's most significant local revenue source, the property tax.	
Debt Capacity	48
These schedules present information to help the reader assess the affordability of the government's current levels of outstanding debt and the government's ability to issue additional debt in the future.	
There are no limitations placed upon the amount of debt the <i>City of Belle Isle</i> may issue by either the City Charter or the City's Code of Ordinances or by Florida Statutes.	
The <i>City of Belle Isle</i> has no general obligation bonds outstanding.	
Demographic and Economic Information	51
These schedules offer demographic and economic indicators to help the reader understand the environment within which the government's financial activities take place.	
Operating Information	53
These schedules contain service and infrastructure data to help the reader understand how the information in the government's financial report relates to the services the government provides and the activities it performs.	

City of Belle Isle, Florida
Net Position by Component
 Last Ten Fiscal Years
 (accrual basis of accounting)

a.

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Governmental Activities:										
Net investment in capital assets	\$ 7,244,583	\$ 7,530,107	\$ 8,475,455	\$ 6,012,551	\$ 6,819,323	\$ 8,560,971	\$ 8,518,272	\$ 8,172,436	\$ 16,045,825	\$ 15,655,211
Restricted	2,579,822	3,369,730	3,574,581	1,180,583	1,084,890	464,127	578,578	785,388	238,340	568,745
Unrestricted	1,618,370	2,092,715	2,608,122	2,380,829	1,359,354	2,283,889	2,377,681	3,089,376	3,873,418	3,299,096
Total governmental activities net position	\$ 11,442,775	\$ 12,992,552	\$ 14,658,158	\$ 9,573,963	\$ 9,263,567	\$ 11,308,987	\$ 11,474,531	\$ 12,047,200	\$ 20,157,583	\$ 19,523,052

City of Belle Isle, Florida
Changes in Net Position
 Last Ten Fiscal Years
 (accrual basis of accounting)

a.

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Expenses										
Governmental Activities:										
General government	\$ 1,184,379	\$ 1,181,293	\$ 1,326,981	\$ 2,000,529	\$ 2,281,821	\$ 1,028,547	\$ 1,333,531	\$ 1,238,951	\$ 1,696,238	\$ 3,198,355
Public safety	2,544,994	2,623,288	2,669,212	2,827,193	3,152,637	3,502,256	3,669,342	4,108,254	4,672,622	5,599,416
Physical environment	1,268,403	1,262,891	1,273,663	1,491,093	1,591,156	2,199,798	2,245,131	2,451,847	2,543,679	2,651,244
Human Services	8,307,234	8,579,049	9,161,001	-	-	-	-	-	-	-
Interest on long-term debt	628,992	616,652	644,253	585,303	560,511	570,192	592,145	579,866	612,696	132,573
Total governmental activities expense	\$ 13,934,002	\$ 14,263,173	\$ 15,075,110	\$ 6,904,118	\$ 7,586,125	\$ 7,300,793	\$ 7,840,149	\$ 8,378,918	\$ 9,525,235	\$ 11,581,588
Program Revenues										
Governmental Activities:										
Charges for Services:										
General government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 466,450
Public safety	40,943	54,125	56,471	92,006	119,566	235,533	150,349	355,192	755,789	1,145,954
Physical environment	853,785	847,737	1,040,533	1,252,569	1,056,529	1,128,850	1,238,589	1,325,819	1,273,305	1,425,788
Human services	180,380	190,147	199,136	-	-	-	-	-	-	-
Interest on long-term debt	862,972	928,900	957,249	963,674	984,844	1,018,908	1,036,641	1,047,373	1,033,608	-
Operating grants and contributions	436,178	384,248	368,188	236,272	279,947	1,443,033	334,030	596,427	888,901	1,063,400
Capital grants and contributions	608,518	619,626	384,035	7,934	5,000	401,166	61,366	11,786	29,563	82,148
Total Governmental Activities Program:										
Revenues	\$ 2,982,776	\$ 3,024,783	\$ 3,005,612	\$ 2,552,455	\$ 2,445,886	\$ 4,227,490	\$ 2,820,975	\$ 3,336,597	\$ 3,981,166	\$ 4,183,740
Total governmental activities net expense	\$ (10,951,226)	\$ (11,238,390)	\$ (12,069,498)	\$ (4,351,663)	\$ (5,140,239)	\$ (3,073,303)	\$ (5,019,174)	\$ (5,042,321)	\$ (5,544,069)	\$ (7,397,848)
General Revenues and Other Changes in Net Position:										
Governmental Activities:										
Taxes:										
Property taxes	\$ 2,479,107	\$ 2,506,520	\$ 2,574,866	\$ 2,711,321	\$ 2,912,422	\$ 3,104,093	\$ 3,370,685	\$ 3,535,115	\$ 3,763,201	\$ 4,079,655
Franchise and utility taxes	410,408	405,135	388,501	395,702	410,481	416,555	454,588	560,621	585,835	642,375
Intergovernmental-unrestricted	8,995,459	9,784,811	10,611,076	1,366,176	1,441,977	1,516,204	1,280,834	1,447,019	1,823,413	1,847,003
Investment income and Miscellaneous	155,053	91,701	160,661	63,298	64,963	81,871	78,611	72,235	60,676	115,266
Special items	-	-	-	-	-	-	-	-	7,421,327	79,018
Total governmental activities	\$ 12,040,027	\$ 12,788,167	\$ 13,735,104	\$ 4,536,497	\$ 4,829,843	\$ 5,118,723	\$ 5,184,718	\$ 5,614,990	\$ 13,654,452	\$ 6,763,317
Change in Net Position:										
Governmental Activities	\$ 1,088,801	\$ 1,549,777	\$ 1,665,606	\$ 184,834	\$ (310,396)	\$ 2,045,420	\$ 165,544	\$ 572,669	\$ 8,110,383	\$ (634,531)

City of Belle Isle, Florida
Governmental Activities Tax Revenues by Source
Last Ten Fiscal Years
(accrual basis of accounting)

	<u>Property Tax</u>	<u>Franchise Fees and Utility Tax</u>	<u>Total</u>
2014	2,479,107	410,408	2,889,515
2015	2,506,520	405,135	2,911,655
2016	2,574,866	388,501	2,963,367
2017	2,711,321	373,060	3,084,381
2018	2,912,422	384,446	3,296,868
2019	3,104,093	416,555	3,520,648
2020	3,370,685	454,588	3,825,273
2021	3,535,115	560,621	4,095,736
2022	3,763,201	585,835	4,349,036
2023	4,079,655	642,376	4,722,031

City of Belle Isle, Florida
Fund Balances of Governmental Funds
 Last Ten Fiscal Years
 (modified accrual basis of accounting)

a.

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
General Fund:										
Nonspendable	\$ 1,353	\$ 520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,250	\$ 2,025	\$ 4,507
Assigned	-	-	303,662	202,394	490,772	-	-	-	325,370	846,266
Unassigned	1,641,803	2,130,022	2,245,970	2,284,723	982,369	2,371,023	2,536,904	3,192,006	3,696,533	2,840,446
Total general fund	\$ 1,643,156	\$ 2,130,542	\$ 2,549,632	\$ 2,487,117	\$ 1,473,141	\$ 2,371,023	\$ 2,536,904	\$ 3,198,256	\$ 4,023,928	\$ 3,691,219
All Other Governmental Funds:										
Nonspendable	\$ 153,226	\$ 123,979	\$ 113,381	\$ -	\$ -	\$ 1,790	\$ -	\$ -	\$ -	\$ -
Restricted	3,387,740	4,206,811	4,542,011	2,133,139	1,886,604	1,421,602	4,045,523	2,189,874	668,780	568,745
Assigned	-	-	-	-	-	27,000	18,131	19,016	19,773	14,783
Unassigned	-	-	-	-	-	-	(36,802)	-	(13,969)	(265,046)
Total all other governmental funds	\$ 3,540,966	\$ 4,330,790	\$ 4,655,392	\$ 2,133,139	\$ 1,886,604	\$ 1,450,392	\$ 4,026,852	\$ 2,208,890	\$ 674,584	\$ 318,482

City of Belle Isle, Florida
Changes in Fund Balances of Governmental Funds
 Last Ten Fiscal Years

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Revenues:										
Taxes:										
Property	\$ 2,479,107	\$ 2,506,520	\$ 2,574,866	\$ 2,711,321	\$ 2,912,422	\$ 3,104,093	\$3,370,685	\$3,535,115	\$3,763,201	\$4,079,655
Franchise and utility	410,408	405,135	388,501	373,060	410,481	416,555	454,588	560,621	585,835	642,375
Licenses and permits	134,284	158,170	214,627	358,957	232,092	172,845	248,296	189,613	182,088	265,802
Intergovernmental revenues	10,028,321	10,766,686	11,363,299	1,610,382	1,726,924	2,965,570	1,676,230	2,151,934	2,741,877	2,987,527
Charges for services	888,487	893,399	1,051,372	890,294	895,126	2,185,075	2,138,399	2,194,670	2,335,228	1,906,519
Impact fees	4,394	14,075	11,730	104,390	31,460	4,290	1,430	4,290	2,862	5,024
Fines and forfeitures	47,943	26,365	18,411	13,576	17,417	21,081	37,454	243,109	542,524	865,871
Investment Income	1,725	4,267	14,500	20,839	19,319	29,388	20,201	4,968	8,351	21,957
Miscellaneous	1,038,364	1,032,434	1,111,915	1,006,133	1,036,488	52,483	58,410	44,826	52,325	93,309
Total revenues	15,033,033	15,807,051	16,749,221	7,088,952	7,281,729	8,951,380	8,005,693	8,929,146	10,214,291	10,868,039
Expenditures:										
General government	988,079	991,080	1,136,552	1,945,805	2,101,282	1,290,432	1,114,817	1,181,554	1,384,697	2,968,325
Public safety	2,547,179	2,531,847	2,577,934	2,884,526	3,289,668	3,440,099	3,612,318	4,020,454	4,911,991	6,330,060
Physical environment	862,239	1,179,457	2,124,541	1,259,598	2,706,740	2,626,584	2,155,709	1,907,088	3,205,756	2,659,092
Human services	8,913,168	8,981,368	9,418,861	-	-	-	-	-	-	-
Debt Service:										
Principal	339,634	250,210	285,919	235,356	303,916	556,597	324,831	383,337	1,366,462	455,747
Interest and fiscal charges	630,970	617,878	645,508	575,093	570,311	575,998	596,981	582,424	615,254	135,131
Capital outlay	-	-	-	-	-	-	9,977	2,057,899	-	9,025
Total expenditures	14,281,269	14,551,840	16,189,315	6,900,378	8,971,917	8,489,710	7,814,633	10,132,756	11,484,160	12,557,380
Excess Revenues Over Expenditures	751,764	1,255,211	559,906	188,574	(1,690,188)	461,670	191,060	(1,203,610)	(1,269,869)	(1,689,341)
Other Financing Sources:										
Sale of general capital assets	-	-	-	-	-	-	-	47,000	168,086	76,722
Line of credit	-	-	-	-	250,000	-	-	-	-	-
Leases	87,512	21,999	-	-	179,677	-	-	-	393,149	923,808
Transfer in	-	-	-	-	-	-	-	-	-	104,058
Transfer out	-	-	-	-	-	-	-	-	-	(104,058)
Bonds/Notes issued	100,000	-	1,081,000	-	-	-	2,551,281	-	-	-
Premium on bonds	-	-	21,036	-	-	-	-	-	-	-
Payment to refunded bond escrow	-	-	(918,250)	-	-	-	-	-	-	-
Total other financing sources	187,512	21,999	183,786	-	429,677	-	2,551,281	47,000	561,235	1,000,530
Net change in fund balance	\$ 939,276	\$ 1,277,210	\$ 743,692	\$ 188,574	\$ (1,260,511)	\$ 461,670	\$ 2,742,341	\$ (1,156,610)	\$ (708,634)	\$ (688,811)
Debt service as a % of noncapital expenditures	7.47%	6.61%	6.70%	12.75%	12.39%	16.34%	12.96%	12.56%	20.46%	5.49%

City of Belle Isle, Florida
Assessed Value and Estimated Value of Taxable Property
 Last Ten Fiscal Years

a.

<u>Fiscal Year</u>	<u>Real Property</u>	<u>Personal Property</u>	<u>Total * Taxable Assessed Value</u>	<u>Total Direct Tax Rate</u>	<u>Estimated Actual Taxable Value</u>	<u>Assessed Value as a Percentage of Actual Value</u>
2014	562,918,210	18,467,610	581,385,820	4.4018	584,568,215	99.46%
2015	585,089,524	17,762,519	602,852,043	4.4018	603,075,188	99.96%
2016	595,651,703	17,857,310	613,509,013	4.4018	614,146,295	99.90%
2017	620,289,033	17,137,421	637,426,454	4.4018	637,008,672	99.93%
2018	660,858,252	23,410,913	684,269,165	4.4018	684,329,205	99.99%
2019	703,209,512	26,794,880	730,004,392	4.4018	731,373,629	99.81%
2020	763,905,552	29,388,882	793,294,434	4.4018	794,985,303	99.79%
2021	807,261,537	32,581,139	839,842,676	4.4018	842,860,574	99.64%
2022	844,961,144	33,714,846	878,675,990	4.4018	881,194,409	99.71%
2023	920,542,530	34,801,048	955,343,578	4.4018	957,891,012	99.73%

Source:
 Orange County Property Appraiser

* Breakdown between residential & commercial not available

Property Tax Rates Direct and Overlapping Governments

Last Ten Fiscal Years

Fiscal Year	Direct(1)	Overlapping(2)					Total Direct & Overlapping Rates
	City of Belle Isle	Orange County	School Board	County Library	St. Johns WMD	Lake Conway MSTU	
2014	4.4018	4.4347	8.3620	0.3748	0.3283	0.4107	18.3123
2015	4.4018	4.4347	8.4740	0.3748	0.3164	0.4107	18.4124
2016	4.4018	4.4347	8.2180	0.3748	0.3023	0.4107	18.1423
2017	4.4018	4.4347	7.8110	0.3748	0.2885	0.4107	17.7215
2018	4.4018	4.4347	7.4700	0.3748	0.2724	0.4107	17.3644
2019	4.4018	4.4347	7.2990	0.3748	0.2562	0.4107	17.1772
2020	4.4018	4.4347	7.1090	0.3748	0.2414	0.4107	17.1772
2021	4.4018	4.4347	6.8570	0.3748	0.2287	0.4107	16.7077
2022	4.4018	4.4347	6.7370	0.3748	0.2189	0.4107	16.5779
2023	4.4018	4.4347	6.4620	0.3748	0.1974	0.4107	16.2814
Millage Rates (\$1 per \$1,000 of taxable value)							

(1) The direct rate is for operating millage. There is no debt service millage.

(2) Overlapping rates are those of local and county governments that apply to property owners within the City of Belle Isle.

Source: Orange County Tax Collector

City of Belle Isle, Florida
Principal Property Taxpayers
 Current Year and Nine Years Ago

a.

Taxpayer	2023			2014		
	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Duke Energy Florida Inc	\$14,832,716	1	1.61%	5,896,895	4	1.01%
Legacy Holdings LLC	11,913,102	2	1.29%	6,165,060	3	1.06%
Thirumala Hotels LLC	10,574,553	3	1.15%	6,703,142	-	1.20%
SJS Belle Isle Commons LLC	10,232,910	4	1.11%	7,213,127	2	1.24%
Regal Marine Industries Inc	7,329,661	5	0.80%	7,222,133	1	1.24%
Sri Balaji Hotels LLC	7,169,067	6	0.78%	4,308,602	6	0.74%
Tiger Orlando Belle Isle LLC	7,040,545	7	0.76%	3,674,277	-	0.66%
Capital Lodging LLC	6,458,069	8	0.70%	-	-	-
Klingensmith Associates LLC	5,566,241	9	0.60%	-	-	-
McCoy Federal Credit Union	5,465,217	10	0.59%	3,028,221	9	0.52%
Marketing Business Associates	-	-	-	5,815,689	5	1.00%
McCoy Enterprises Group	-	-	-	4,070,900	7	0.70%
Emerald Eagles	-	-	-	3,471,600	8	0.60%
Harrell Roberts	-	-	-	2,359,999	10	0.41%
	<u>\$86,582,081</u>		<u>9.41%</u>	<u>\$ 59,929,645</u>		<u>8.52%</u>

Source: Orange County Property Appraiser
 2014 City of Belle Isle Annual Financial Report

City of Belle Isle, Florida
Property Tax Levies and Collections
 Last Ten Fiscal Years

a.

	Total Tax Levy for Fiscal Year	Collected Within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2014	\$ 2,566,675	\$ 2,479,107	96.59%	\$ -	\$ 2,479,107	96.78%
2015	2,653,634	2,506,520	94.46%	-	2,506,520	94.46%
2016	2,702,361	2,574,866	95.28%	-	2,574,866	95.28%
2017	2,807,923	2,711,321	96.56%	-	2,711,321	96.56%
2018	3,012,280	2,912,422	96.68%	-	2,912,422	96.68%
2019	3,214,400	3,104,093	96.57%	-	3,104,093	96.57%
2020	3,493,858	3,370,685	96.47%	-	3,370,685	96.47%
2021	3,697,452	3,535,115	95.61%	-	3,535,115	95.61%
2022	3,868,139	3,763,201	97.29%	-	3,763,201	97.29%
2023	4,206,487	4,079,655	96.98%	-	4,079,655	96.98%

	<u>Revenue Bonds</u>	<u>Governmental Activities</u>		<u>SBITA Liabilities</u>	<u>Total Primary Government</u>	<u>Percentage of Personal Income</u> ¹	<u>Per Capita</u>
		<u>Revenue Notes</u>	<u>Lease Liabilities</u>				
2014	10,559,326	-	92,966	-	10,652,292	3.89%	1659
2015	10,358,560	-	64,755	-	10,423,315	3.63%	1613
2016	10,181,036	-	11,023	-	10,192,059	3.89%	1558
2017	9,953,933	-	667	-	9,954,600	3.26%	1486
2018	9,711,829	-	116,428	-	9,828,257	3.10%	1415
2019	9,459,725	-	59,831	-	9,519,556	2.56%	1293
2020	9,192,621	2,551,281	-	-	11,743,902	3.11%	1592
2021	8,910,517	2,447,944	-	-	11,358,461	3.32%	1616
2022	413,413	2,341,573	336,293	-	3,091,279	0.82%	439
2023	316,309	2,232,989	918,307	52,451	3,520,056	0.77%	486

Note: Details regarding the city's outstanding debt can be found in the notes to the financial statements

1 See Demographic and Economic Statistics for personal income and population data.

City of Belle Isle, Florida
Direct and Overlapping Governmental Activities Debt
As of September 30, 2023

<u>Governmental Unit</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable ¹</u>	<u>Estimated Share of Overlapping Debt</u>
Overlapping Debt:			
Orange County School Board ²	982,194,760	0.47%	4,616,315
Direct Debt:			
City of Belle Isle	3,520,056	100%	3,520,056
 Total Direct and Overlapping Debt	 <u>\$ 985,714,816</u>		 <u>\$ 8,136,371</u>

Source:

Assessed value data used to estimate applicable percentage provided by the Orange County Property Appraiser (Form DR-403V).
Debt outstanding provided by each governmental unit.

Note:

¹ Ratio of assessed valuation of taxable property in overlapping unit to that within the City of Belle Isle.

² Debt outstanding as of June 30, 2023

City of Belle Isle, Florida
Pledge - Revenue Coverage
 Last Ten Fiscal Years

a.

Fiscal Year Ended Sept 30,	2003B Revenue Bonds				2012 Lease Revenue Bonds			
	Communication Service Taxes	Debt Service		Coverage	Lease Revenue	Debt Service		Coverage
		Principal	Interest			Principal	Interest	
2014	248,568	110,000	2,888	2.20	862,972	125,000	570,400	1.24
2015	-	-	-	-	928,900	135,000	563,526	1.33
2016	-	-	-	-	957,249	140,000	555,898	1.38
2017	-	-	-	-	963,674	145,000	548,400	1.39
2018	-	-	-	-	984,844	155,000	540,425	1.42
2019	-	-	-	-	1,018,908	165,000	531,900	1.46
2020	-	-	-	-	1,036,641	175,000	522,825	1.49
2021	-	-	-	-	1,047,373	185,000	513,200	1.50
2022	-	-	-	-	1,033,608	195,000	503,025	1.48
2023	-	-	-	-	-	-	-	-

Notes:

The City made last payment on 2003B debt in 2014.

The 2012 lease revenue bonds were redeemed in 2022.

	Population (2)	Personal Income	Per Capita Personal Income (1)	Median Age (1)	Education Level In Years of Formal Schooling (1)	Unemployment Rate (1)
2014	6,422	274,090,960	42,680 (1)	47.5	14.7	7.70%
2015	6,464	286,865,856	44,379 (1)	47.3	14.8	4.80%
2016	6,541	262,320,264	40,104 (1)	47.9	14.2	4.40%
2017	6,701	305,599,105	45,605 (1)	48.5	13.6	3.50%
2018	6,944	316,750,560	45,615 (1)	49.0	14.2	3.30%
2019	7,365	371,917,770	50,498 (1)	48.3	14.5	2.30%
2020	7,378	377,414,212	51,154 (1)	48.4	14.6	7.30%
2021	7,027	341,659,767	48,621 (1)	48.9	14.5	7.27%
2022	7,042	376,493,488	53,464 (1)	48.3	14.5	2.70%
2023	7,239	454,710,546	62,814 (3)	38.5	14.7	3.10%

(1) Orlando Economic Partnership

(2) Bureau of Economic and Business Research, University of Florida

(3) United States Census Bureau

Employer	2023			2014		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Regal Marine	728	1	10.06%	453	1	7.05%
Cornerstone Charter	174	2	2.40%	105	2	1.64%
McCoy Federal Credit Union	77	3	1.06%	-	-	-
City of Belle Isle	41	4	0.57%	-	-	-
Wawa	35	5	0.48%	-	-	-
Advanced Auto Parts	32	6	0.44%	-	-	-
Wyndham Gardens	32	7	0.44%	-	-	-
Crunch Fitness	30	8	0.41%	-	-	-
Wendy's	30	9	0.41%	13	9	0.20%
Comfort Suites	29	10	0.40%	12	10	0.19%
Quality Inn	-	-	-	15	6	0.23%
La Petite	-	-	-	17	3	0.26%
CVS	-	-	-	17	4	0.26%
Starbucks	-	-	-	17	5	0.26%
RaceTrac	-	-	-	15	7	0.23%
Travel Lodge	-	-	-	14	8	0.22%
Total	1,208		16.69%	678		10.56%

Source: Bureau of Economic and Business Research, University of Florida
 2023 The City of Belle Isle has a population of 7239

Full - Time Equivalent City Government Employees by Function

Last Ten Fiscal Years

Function	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
General Government	5	5	5	5	5	5	5	5	6	6
Public Safety	-	-	-	-	-	-	-	-	-	-
Fire	-	-	-	-	-	-	-	-	-	-
Public Works	2	2	2	2	3	3	3	3	5	5
Parks and Recreation	-	-	-	-	-	-	-	-	-	-
Police Department	16	16	16	17	17	21	21	21.3	26.3	26.3
Total	23	23	23	24	25	29	29	29.3	37.3	37.3

City of Belle Isle, Florida
Operating Indicators by Function
 Last Ten Fiscal Years

a.

Function	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
General Government:										
Building permits	1107	502	899	650	1017	1030	824	970	812	840
Rental licenses issued	219	262	157	319	201	252	511	368	369	331
Occupational licenses issued	100	178	185	244	150	221	243	141	195	172
Lien searches processed	*	*	*	*	*	215	192	215	142	118
Employees paid	41	40	38	38	43	43	40	37	49	47
AP checks issued	*	*	*	*	*	837	768	788	840	850
Code violations	*	*	*	*	*	751	714	561	229	260
Public Safety										
Calls for service	*	*	*	*	*	5912	5796	5730	5094	4904
Case reports	*	*	*	*	*	292	683	800	603	853
Arrests	*	*	*	*	*	168	106	328	317	374
Traffic citations	*	*	*	*	*	486	1339	2140	1789	3148
Marine citations	*	*	*	*	*	142	162	472	381	290
Parking citations	34	18	14	39	20	63	425	311	229	99
DUI citations	*	*	*	*	*	8	25	37	33	39
Information reports	*	*	*	*	*	10	19	27	103	176
Crash reports	*	*	*	*	*	90	79	142	116	120
Trespass reports	*	*	*	*	*	29	38	56	53	53
Advance training attended	*	*	*	*	*	29	17	3	33	39
Highways & Streets										
Streets paved (miles)	25.00	25.00	25.00	0.00	0.01	1.50	0.00	26.24	0.00	0.08
Sidewalks/bike paths built or repaired (feet)	2200.00	474.00	212.50	2289.00	922.50	2554.00	49.00	107.00	1521.00	5916.00
Public Works										
Work orders processed	*	*	*	*	*	60	93	90	85	22

* Data not available

Source: City Departments

City of Belle Isle, Florida
Capital Asset Statistics by Function
 Last Ten Fiscal Years

a.

Function	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Number of employees	*	*	*	*	*	29	32	32	41	41
Public Safety										
Police stations	1	1	1	1	1	1	1	1	1	1
Police vehicles	*	*	*	*	*	22	23	23	22	22
Patrol vessels	*	*	*	*	*	2	2	2	2	2
Police officers	*	*	*	*	*	17	18	18	22	22
Highways & Streets										
Streets, paved (miles)	25.00	25.00	25.00	25.00	26.24	26.24	26.24	26.24	30.07	31.00
Streets, unpaved (miles)	0.03	0.03	0.03	0.03	1.00	1.00	1.00	0.15	0.24	0.16
Street lights	740	740	740	740	741	701	703	705	705	705
Parks and Recreation										
Parks	3	3	3	3	10	10	10	10	10	13
Public Works										
Stormwater pump stations	*	*	*	*	*	1	1	1	1	1

* Data not available
 Source: City Departments

Internal Control and Compliance Section

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Mayor and City Commissioners
City of Belle Isle, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the *City of Belle Isle, Florida*, as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated June 27, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the *City of Belle Isle, Florida's* internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the *City of Belle Isle's* financial statements are free of material misstatement, we performed tests on its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance, or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of the Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

McDermitt Davis

Orlando, Florida
June 27, 2024

MANAGEMENT LETTER

Honorable Mayor and City Commission
City of Belle Isle, Florida

Report on the Financial Statements

We have audited the financial statements of the *City of Belle Isle, Florida*, as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated June 27, 2024.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 27, 2024, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, require that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address the recommendation made in the preceding annual financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. This information has been disclosed in the notes to the financial statements.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, requires us to apply appropriate procedures and communicate the results of our determination as to whether or not the *City of Belle Isle, Florida* has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the *City of Belle Isle, Florida* did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the *City of Belle Isle, Florida*. It is management's responsibility to monitor the *City of Belle Isle, Florida*'s financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the City Commission, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

McDiarmid Davis

Orlando, Florida
June 27, 2024



934 North Magnolia Avenue, Suite 100
Orlando, Florida 32803
Tel. 407-843-5406
www.mcdermittdavis.com

a.

**INDEPENDENT ACCOUNTANT’S REPORT ON COMPLIANCE WITH
THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES**

The Honorable Mayor and City Commissioners
City of Belle Isle, Florida

We have examined City of Belle Isle, Florida’s (the City) compliance with the requirements of Section 218.415, Florida Statutes, during the year ended September 30, 2023. Management is responsible for the City’s compliance with those requirements. Our responsibility is to express an opinion on the City’s compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in Government Auditing Standards issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence about the City’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the City’s compliance with specified requirements.

In our opinion, City of Belle Isle, Florida complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2023.

McDermitt Davis

Orlando, Florida
June 27, 2024

Yolanda Quiceno, City Clerk
City of Belle Isle
1600 Nela Ave
Belle Isle, FL 32809

July 31, 2024

Dear Ms. Quiceno,

With great enthusiasm, I submit my resume and application for the Belle Isle City Council position representing District 3.

My name is Julie Gillespie. I've been married for 14 years, and we've lived in Belle Isle for the last 11 years, where we are raising our four children. I've been in significant leadership roles for most of my career, which has equipped me with the skills to engage, help, and listen to people. I feel that I can represent the families in Belle Isle who have decided to raise their families in this wonderful community.

I am running for City Council because I am deeply committed to using my experience with people, and nonprofits to get involved and help the city I love. I want to work with City leaders during this time of growth to help better our community.

Thank you for considering my application for Belle Isle's District 3 City Council position. I am truly grateful for this opportunity.

Warm Regards,

Julie Gillespie, MPA, MS

CITY OF BELLE ISLE
CITY COUNCIL MEMBER APPLICATION

City council and candidates for any position of the city council shall have resided in a bona-fide residence in the city and the city district that they would represent at least one (1) year immediately before the date on which they apply to the city clerk for qualification to run for the office of commissioner or mayor; shall be a registered voter in Orange County with proof from the Orange County Supervisor of Elections; or as later designated, at an address within the city district for at least one (1) year immediately before the date on which they apply to the city clerk for qualification to run for the office of commissioner, or mayor; and shall meet and satisfy all qualifications to be a voter in the state of Florida. A residence shall be considered a bona-fide residence under this section if it is subject to a valid homestead exemption in the records of the Orange County Property Appraiser.

Please email the City Clerk a completed application, Resume, and Letter of Interest to yquiceno@belleislefl.gov.

Name: Julie Gillespie

Home Address: 7212 Lake Drive, Belle Isle

Contact Number: 407-683-2280 Email: jgillespie614@gmail.com

- 1. Will you have time to fulfill the duties of this Council? Yes No
- 2. Are you able to attend the necessary meetings? Yes No

3. Describe your community involvement and experience that would apply to this Commission.

As a resident for the last 11 years, we have attended all of the family friendly events that the City has held. For the last 6 years, I have been an active member on Cornerstone Charter Academy's PTSA Board of Directors, holding the positions of Treasurer (twice) and President (twice). I am a member of the Pine Castle Women's Club and have planned CCA's major fundraising event - Ducktoberfest for the last 3 years.

4. Describe why you are interested in serving on the City Council:

We have four children, and love our community. After talking with our neighbors I learned of the City Council opening. I value everything about our neighborhood, the City's history, and the future of Belle Isle. I'm invested in the community's quality of life, and growth. Raising our family in a City that values our natural surroundings has a wonderful school, and a quiet way of life is very important to me.

5. Please submit a letter of interest with your application. Please use a separate page if needed.

By signing below, you affirm to the best of your knowledge that the information you provided on this form is true and complete.

Signature: 

Date: 7/31/2024

Julie M. Gillespie, MPA, MS
7212 Lake Drive, Belle Isle, FL 32809
(407) 683-2280
JGillespie614@gmail.com

As a management and fundraising professional, I have been responsible for securing grant funds from foundations, federal and state governments for nonprofits along with supervising and leading departments. I am recognized for my expertise in implementing best practices and my ability to provide compassionate oversight and leadership. I am skilled at working with sensitive matters, individuals from diverse backgrounds, and have empathy for all. I have been praised for my “can do” attitude, my flexibility and creativeness to work through issues, and conflict resolution.

EDUCATION

Suffolk University Sawyer Business School, Boston, MA 2003–2005
Degree: M.P.A., Master in Public Administration with a concentration in Nonprofits
Degree: M.S., Master in Science with concentration in Mental Health Counseling

Our Lady of Elms College, Chicopee, MA 1998-2002
Degree: Bachelor of Arts, concentration in Legal Studies
Certificate: Paralegal Certificate awarded on May 15, 2002

AREAS OF EXPERTISE

Strategic Planning and Board Relations	Grants Writing and Management
Government Relations	Database Management
Volunteer Management	Portfolio Implementing
Donor Cultivation and Stewardship	Team and Culture Building
Special Event Planning and Execution	Leadership
Donor/Prospect Research	Personnel Management
Program Improvement and Management	Moves Management
Community and Business Collaboration	Database Collection
Implementation of Comprehensive Fundraising Campaigns	Payroll Processing Case
Executive Management	Audit Preparations

RELEVANT EXPERIENCE

Vice President of Production

Pathways to Growth, Remote 9/2023-present

SUMMARY OF CONTRIBUTIONS: Supervise a team of 18 writers, 2 Team Leads, 4 researchers, 31 clients, and 4 reviewers. Analyze statistics monthly; attend weekly leadership meetings and team lead meetings. Lead sales for the company by working to ensure that 90%+ of current customers renew; and close 90% of sales calls. Provide leadership to team leads, work to resolve customer and writer conflicts. Ensure CRM quality control. Approve all invoices and contracts. Conduct discovery calls with new potential clients and onboard them. Provide in-depth grant research to prospective clients. Provide strategic direction to leadership based upon sales and current customers and writers. Lead grant presentations and attend community events.

Team Lead – Grants Specialist

Pathways to Growth, Remote

9/2020-9/2023

SUMMARY OF CONTRIBUTIONS: Supervise a team of 10 writers, 3 researchers, 16 clients, and 4 reviewers. Ensure quality control of the client management system (LACRM); attend client and writer meetings; assist with hiring new writers and onboarding process; provide quarterly check-ins with clients; maintain a weekly report that goes to the president; track percentage of contract progress compared to grants written and help writers trouble shoot when needed. Successfully secured over \$1.5M for clients when asked to step in and help with large grants.

Contract Grant Writer

onePULSE Foundation, Inc., Orlando, FL/Remote

10/2018-10/2022

SUMMARY OF CONTRIBUTIONS: Identify, research, write, and manage grant activities for organizations. Raised funds for programs, general operations, and capital campaigns. Research and write no less than 70 grants foundations and corporations for organizations annually. Able to evaluate complex grant solicitations and develop strategic partnerships with community agencies to enhance grant applications.

Executive Director

Heart to Heart: A Community Care Home, Inc., Winter Park, FL

7/2016 – 7/2018

SUMMARY OF CONTRIBUTIONS: Engaged over 20 new corporations and 6 new foundations to Heart to Heart. Leading the organization with new policies and procedures to streamline operations and efficiency, which included managing all City and County contracts. Planning two major events, including our 25th anniversary celebrations. Over \$150,000 pending in asks; and worked to manage the organizational budget to stay on track and task.

Senior Director of Capital Campaign, Grants & Research

Dr. Phillips Center for the Performing Arts, Orlando, FL

3/2013-6/2015

SUMMARY OF CONTRIBUTIONS: In 6 months, promoted to director of grants and research, and after 1 year promoted to Senior Director. Leveraged foundation and corporate relationships to help lead the fundraising team to raise over \$25M in 2 years for the capital campaign. Responsible for thank you and follow-up policies and procedures regarding donors and sponsors. Had 10 direct reports. Personally raised over \$2.5M from corporations, foundations, and the State of Florida. Hosted individuals and attended events as needed.

Program Manager Donovan House

Catholic Social Services, Fall River, MA, onsite

7/2010-6/2011

SUMMARY OF CONTRIBUTIONS: Responsible for the day-to-day operations of a home for homeless women and children. Organized all volunteers and events, approved payroll, and executed the budget. Spoke at community events about the House needs and ways groups could support. Managed all staff evaluations, and on-call schedules and covered shifts as needed. Provided guidance for the women when they encountered difficult and sensitive matters.

Contract Grant Writer

Catholic Social Services, Fall River, MA, remote

5/2004-6/2016

SUMMARY OF CONTRIBUTIONS: Annually submitted HUD and Commonwealth grants to support housing counseling and permanent supportive and coordinated entry programs. Typically submitted an average 8-10 CoC/HUD grants annually. Raised over \$30M. Helped maintain grants.gov, Dunns, Sam.gov and Esnap online systems.

VOLUNTEER EXPERIENCE:

Pine Castle Women's Club member	2018-present
PTSA Cornerstone Charter Academy Executive Board - President	2023-2024
PTSA Cornerstone Charter Academy Executive Board – VP of Middle School	2022-2023
Lasagna Love Volunteer	2020-2022
PTSA Cornerstone Charter Academy Executive Board - President	2020-2022
PTSA Cornerstone Charter Academy Executive Board - Treasurer	2018-2020
State of Florida Cultural Affairs Panelist – reviewed all Cultural Affairs Grants	2014-2016

AmeriCorps Mercy Corps Volunteer 2002-2003
St. Mary's Community Center, Savannah, GA

SUMMARY OF CONTRIBUTIONS: Provided blood pressure checks, food assistance, tax assistance, and participated in rebuilding together for the elderly community with the Sisters' of Mercy. Lived in a community with three other volunteers. Made presentations for hospital boards and the governing board regarding St. Mary's Community Center.

Daniel R Otterbacher

321-663-7376 / daotter01@yahoo.com / Belle Isle, FL 32809

I moved to Belle Isle at the age of 9 where I lived until I was 18. I moved to Oviedo and Tavares for a short time and then back to Belle Isle. Belle Isle has been home to me for most of my life. During my time living here, I was also an Orange County Deputy Sheriff. Most of my life has been centered around community service.

- **Producing Branch Manager** **July 2015 – Current**
 - Satori Financial Mortgage Group, LLC (Satori Mortgage)
- **Deputy First Class** **October 2008 – January 2016**
 - Orange County Sheriff’s Office
- **Deputy Trainee** **January 2008 – October 2008**
 - Orange County Sheriff’s Office
- **Dispatcher/911 Operator** **December 2005 – January 2008**
 - Orange County Sheriff’s Office

Education:

- **FDLE Law Enforcement Certificate** **May 2008**
 - Valencia Community Collete Criminal Justice Institute
- **High School** **June 2005**
 - Boone High School

Certificates/Licenses and Awards:

- **NMLS Mortgage Loan Originator License (CA, FL, GA, IA, MN and TX)**
 - 2017 top individual sales person at Satori Mortgage
- **FDLE Law Enforcement Certificate (Expired)**
 - Awarded Deputy of the Month approximately 4 times 4

The City of Belle Isle

Notice of City Council Appointment Opportunity – Districts 1, 2 and 3

The Mayor and Council of the City of Belle Isle accept applications for the vacated District 1, District 2, and District 3 Council seats. The appointed applicant shall serve the remaining term as follows,

District 1 Term – March 2024 - April 2026. Qualifying November 2025

District 2 Term – March 2024 - April 2025. Qualifying November 2024

District 3 Term– March 2024 - April 2025. Qualifying November 2024

Application and information about the City Council Vacancy are available on the City’s homepage at www.belleislefl.gov or City Hall.

City Council candidates shall have resided in a bonafide residence in the City and the city district to represent at least one (1) year; they shall be registered voters in Orange County with proof from the Orange County Supervisor of Elections.

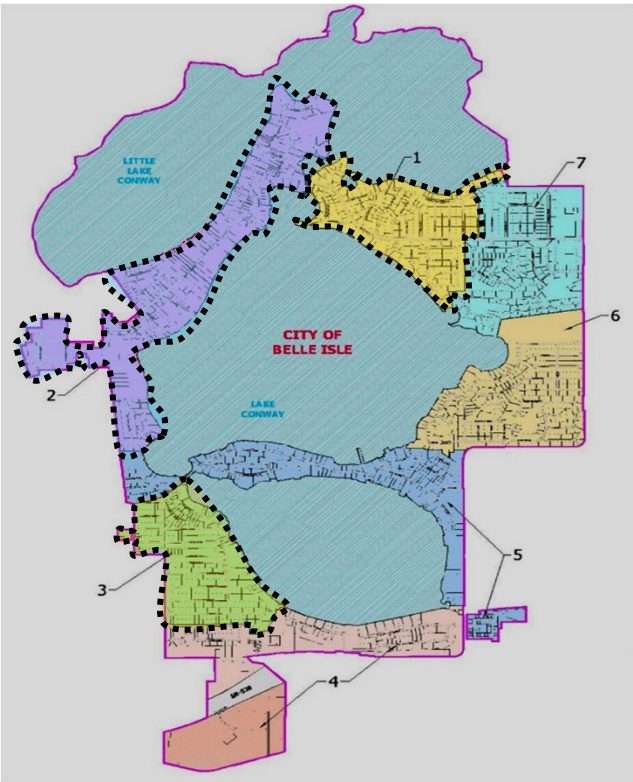
The City Council acts as the governing body of the City. The Council consists of seven elected commissioners and one elected mayor. Elected officials are elected at large and serve three-year terms without compensation. The Council establishes policies and programs and appropriates funds for each city service function. In addition, the Council approves all ordinances, resolutions, and contracts, reviews proposals for community needs, initiates actions for new programs, and determines the level of funding for city services and facilities. The Council holds regular public meetings at city hall on the first and third Tuesday of each month at 6:30 pm.

If you are interested in serving on the City Council and you live in District 1 or District 2, please submit your letter of interest, application, and resume to the attention of the City Clerk Yolanda Quiceno, City of Belle Isle 1600 Nela Avenue, Belle Isle, FL 32809, or via email at yquiceno@belleislefl.gov.

Form 6 is a requirement for qualifying. For more information, please visit <https://ethics.state.fl.us/FinancialDisclosure/DownloadAForm.aspx>.

Applicants will be contacted starting February 26, 2024, by City Manager Rick Rudometkin (to schedule interviews with the Mayor and City Council).

By order of the Mayor and City Council of the City of Belle Isle.





**The City of Belle Isle
Application for City Council Position**

First Name: Daniel

Last Name: Otterbacher

Address: 7318 Matchett Rd, Belle Isle, FL 32809

Contact Number: 321-663-7376 Email: daotter01@yahoo.com

How many years have you lived in Belle Isle? 18

Have you previously served on any official City Boards, Commissions, or City Committees? If yes, please list Boards/Commissions/Committees & Years of Service: No

Please list any additional Community/Civic Activities:

Board of Directors for "Hometown Heroes Alliance" 501c3

Please submit this form, with a copy of your letter of interest and resume, and any other information you wish to share with the City Council to City Clerk Yolanda Quiceno, City of Belle Isle, 1600 Nela Avenue, Belle Isle, FL 32809, or via email at yquiceno@belleislefl.gov

All applications must be received by February 26, 2024, at 3 pm. The City Manager, Rick Rudometkin, will contact applicants to schedule interviews with the Mayor and members of the City Council in mid-February.

Form 6 is now a requirement for qualifying. For more information, please visit <https://ethics.state.fl.us/FinancialDisclosure/DownloadAForm.aspx>.

Chad Rocheford
7041 Lake Drive
Belle Isle, FL 32809
chad.rocheford@gmail.com
407-489-9078
July 24th, 2024

Belle Isle City Clerk – Yolanda
Belle Isle City Hall
1600 Nela Avenue
Belle Isle, FL 32809

Dear Members of the Belle Isle City Council,

I am writing to formally express my interest in running for a position on the Belle Isle City Council. As a dedicated resident of Belle Isle, I am passionate about our community and am eager to contribute my skills, experience, and vision to help shape its future.

For approximately 8 years, I have had the privilege of calling Belle Isle my home. Throughout this time, I have been actively involved in various community activities and initiatives, which have allowed me to gain a deep understanding of the needs and aspirations of our residents. My background in business and community involvement has equipped me with the skills necessary to address the complex challenges our city faces and to collaborate effectively with diverse stakeholders.

My primary motivation for running for city council is to improve our community by addressing local issues, promoting transparency, and ensuring that all residents have a voice in our government. I am committed to fostering an inclusive and vibrant environment where everyone feels represented and valued. By focusing on sustainable economic development, enhancing public services, and protecting our natural resources, I aim to create a better quality of life for all Belle Isle residents.

I am particularly interested in advocating for aquatic safety for all residents, well maintained public areas around the city, growing our voice with the City of Orlando and Orange County, which I believe are crucial for the continued growth and prosperity of our city. I am confident that my proactive approach, combined with my strong work ethic and dedication to public service, will enable me to make a positive impact on the council and the community.

I am excited about the opportunity to serve the residents of Belle Isle and to work collaboratively with fellow council members to achieve our shared goals. Thank you for considering my candidacy. I look forward to the opportunity to further discuss my vision for Belle Isle and how I can contribute to its success.

Sincerely,

Chad Rocheford

**CITY OF BELLE ISLE
CITY COUNCIL MEMBER APPLICATION**

City council and candidates for any position of the city council shall have resided in a bona-fide residence in the city and the city district that they would represent at least one (1) year immediately before the date on which they apply to the city clerk for qualification to run for the office of commissioner or mayor; shall be a registered voter in Orange County with proof from the Orange County Supervisor of Elections; or as later designated, at an address within the city district for at least one (1) year immediately before the date on which they apply to the city clerk for qualification to run for the office of commissioner, or mayor; and shall meet and satisfy all qualifications to be a voter in the state of Florida. A residence shall be considered a bona-fide residence under this section if it is subject to a valid homestead exemption in the records of the Orange County Property Appraiser.

Please email the City Clerk a completed application, Resume, and Letter of Interest to yquiceno@belleislefl.gov.

Name: Chad Rocheford

Home Address: 7041 Lake Drive, Orlando FL 32809

Contact Number: 407-489-9078 Email: chad.rocheford@gmail.com

1. Will you have time to fulfill the duties of this Council? Yes No

2. Are you able to attend the necessary meetings? Yes No

3. Describe your community involvement and experience that would apply to this Commission.

River Oaks Community Association, Edgewood FL - Past President & Treasurer

Cornerstone Charter School - Current Volunteer & Parent

Active member of the Rotary Club of Dr. Phillips

Executive Board Member of Central Florida Hotel and Lodging Association

Local business owner

4. Describe why you are interested in serving on the City Council:

I am interested in running for city council to improve our community by

addressing local issues, promoting transparency, and ensuring that all

residents have a voice in our government.

5. Please submit a letter of interest with your application. Please use a separate page if needed.

By signing below, you affirm to the best of your knowledge that the information you provided on this form is true and complete.

Signature: Chad Rocheford

Date: 07/24/2024



**CITY OF BELLE ISLE, FL
CITY COUNCIL WORKSHOP**

Tuesday, August 6, 2024 * 5:30 PM
MINUTES

Present was:

- Mayor Nicholas Fouraker
- District 1 Commissioner – Frank Vertolli
- District 2 Commissioner – Holly Bobrowski
- District 4 Commissioner – Jason Carson
- District 5 Commissioner – Beth Lowell
- District 6 Commissioner – Stan Smith
- District 7 Commissioner – Jim Partin

Absent was:

- District 3 – OPEN

1. Call to Order and Confirmation of Quorum

Mayor Fouraker called the workshop to order at 5:30 pm, and the Clerk confirmed quorum. City Manager Rick Rudometkin Chief Grimm, Finance Director Tracey Richardson, Public Works Director Phil Price, Budget Committee Board Member Kirk Leff, and City Clerk Yolanda Quiceno were also present.

2. Budget Discussion FY 2024-2025

City Manager Rudometkin presented the Proposed Budget for FY 2024/2025. He said the budget includes a 6% increase in General Fund revenue and a 14% increase in expenditures, with an ending fund balance of 18.9% of General Fund revenue. Also included in the draft budget is a non-anticipated 35% increase in fire protection due to Orange County's proposed increase. Mr. Rudometkin gave a summary of the Budget Overview on Page 3 of the Agenda Packet and spoke on

- New Expenditure Lines – 7 Items
- Personnel – Deputy City Manager, salary increases and benefit changes
- Capital - PW items, and
- Wish List Items – Capital Projects not included in the proposed budget.
- 5-Year Capital Improvement Plan and the Grant funded monies received for Judge/Daetwyler

Mr. Rudometkin addressed necessary Grant Funding. Revenue Sources and possible Millage increases. A copy of the proposed Amended Fee Schedule was provided for consideration.

CM Rudometkin provided a copy of the budget calendar for reference. He stated that the First Budget Hearing would be on September 5th and Adoption on September 19.

The Council discussed,

- Hold on hiring an Assistant City Manager
- Election Fund increased due to upcoming Election for Districts 2,3,4 and Mayor.
- Salary Compensation Study discussion for the next fiscal year
- Engineering Expenses fees to be reviewed, possible RFP for next fiscal year

The Council urged residents to attend the OC Meetings on September 5th and September 19th to express their concerns about increasing the tax base.

3. Adjournment

With no further business, Mayor Fouraker called for a motion to adjourn the workshop, which was unanimously approved at 6:30 p.m.



**CITY OF BELLE ISLE, FL
CITY COUNCIL MEETING**

Tuesday, August 6, 2024 * 6:30 PM

MINUTES

Present was:

- Mayor - Nicholas Fouraker
- District 1 – Commissioner – Frank Vertolli
- District 2 – Commissioner – Holly Bobrowski
- District 4 Vice Mayor – Jason Carson
- District 5 Commissioner – Beth Lowell
- District 6 Commissioner – Stan Smith
- District 7 Commissioner – Jim Partin

Absent was:

- District 3 – OPEN

1. Call to Order and Confirmation of Quorum

Mayor Fouraker called the meeting to order at 6:30 pm, and the Clerk confirmed quorum.

City Manager Rick Rudometkin, Attorney Brandon Pownall, Chief Grimm, Public Works Director Phil Price, and City Clerk Yolanda Quiceno were also present.

2. Invocation and Pledge to Flag – Commissioner Lowell, District 6

Comm Lowell gave the invocation and led the Pledge to the Flag.

Mayor Fouraker asked for a motion to forego the second budget workshop on August 22, 2024.

Comm Bobrowski moved to forego the second budget workshop on August 22, 2024.

Comm Smith seconded the motion, which passed unanimously 6:0.

Mayor Fouraker asked for consideration in reordering the agenda. The Clerk sent an email regarding an additional candidate for the District 3 seat. He would like to recommend postponing the interviews today and inviting all three candidates to the August 22, 2024, City Council meeting for consideration.

Comm Smith moved to postpone the discussion today and reschedule all three candidates for August 22, 2023.

Comm Partin seconded the motion, which passed unanimously 6:0.

3. Citizen Comments

Mayor Fouraker called for citizen comments; without public comment, he closed the citizen comments section.

3. Presentations

- Chris Dawson, Lobbyists: Legislative Updates
Chris Dawson gave a brief overview and presentation on the current Legislative Updates. He spoke on the Governor’s, Speaker and President's priorities, the State 2024 Budget breakdown, and the City of Belle Isle projects.
- Stephen Noto, RVi Comp Plan Presentation
Stephen Noto, RVi Comp Plan Consultant, reported that they are making good progress in reporting. No action will be taken tonight; however, the final presentation will be held at the next Council meeting for approval and transmittal to the State. He presented an overview of the proposed Comprehensive Plan Element, which includes Future Land use, Capital Improvement, Infrastructure, Public School Facilities, Transportation, Housing, Intergovernmental Coordination, Conservation and Recreation, and Open Space. He stated that the presentation had been presented to the Planning & Zoning Board, who unanimously recommended approval of the proposed update.

Mr. Noto reported that one of the challenges this year was the septic-to-sewer conversion. He was informed that Orange County would be heading most of this element to assist Belle Isle. He found that the Wekiva B Map is their main focus and that the City of Belle Isle falls under the Okeechobee map, which is not a focused area now.

The Council discussed the following,

Zoning Density—Since the zoning density is not changing (slide 10), the Council asked if there is a recommendation to change any zoning areas. Mr. Noto said no; they remained the same. Any changes that may be required will need to be made within the Land Development Code (Page 6-Policy 1.2.8). As per Section 1.1.1a in the proposed Comprehensive Plan, there is a description of agricultural land use.

Live Local—The Live Local Act density volume must be within the jurisdiction. One benefit for the City is that it does not have enough commercial/industrial land to accomplish a single-use project, and it must be mixed-use and may not allow for Live Local.

Agriculture—Can the City require sewer additions to newly developed neighborhoods adjacent to existing sewer systems, e.g., Lake Conway East/Sol? The Comp Plan has policies requiring sewer addition within 1/4 mile of a property if available. If a new site plan is submitted to the City, the City can require it as part of the negotiations; however, this is not part of the Comp Plan.

5. Consent Items

- a. RESOLUTION NO. 24-08: A RESOLUTION ADOPTING A PROCLAMATION POLICY FOR REQUESTING CEREMONIAL DOCUMENTS FROM THE CITY OF BELLE ISLE.
- b. RESOLUTION NO. 24-09: A RESOLUTION OF THE CITY OF BELLE ISLE, FLORIDA, AMENDING, SUPERSEDING, AND REPLACING FEES AND ADOPTING FEE SCHEDULES FOR THE FISCAL YEAR 2024-2025; PROVIDING FOR SEVERABILITY, PROVIDING A REPEALING CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR ADOPTION.
- c. RESOLUTION NO. 24-11: A RESOLUTION OF THE CITY OF BELLE ISLE, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024, PROVIDING AN EFFECTIVE DATE.
- d. RESOLUTION NO. 24-12: A RESOLUTION OF THE CITY OF BELLE ISLE, FLORIDA, ESTABLISHING THE USE OF ELECTRONIC AND DIGITAL SIGNATURES IN THE CITY OF BELLE ISLE AND ADOPTING AN ELECTRONIC AND DIGITAL SIGNATURE POLICY.
- e. Credit Card Processing Policy
- f. Approval of Duke Energy Easement Agreement - 906 Waltham and 5903 Randolph Avenue
- g. MetroPlan Funding Agreement FY 2024-2025

Comm Bobrowski asked to pull item e for discussion.

Comm Lowell seconded the motion.

Comm Bobrowski asked if the policy allows for Board members and/or volunteers. CM Rudometkin said it is not a standard policy to avoid using staff due to accountability and fraud safety.

Comm Bobrowski moved to approve consent items as presented.

Comm Lowell seconded the motion, which passed unanimously at 6:0.

6. Unfinished Business

- a. ORDINANCE 24-02 SECOND READING AND ADOPTION - AN ORDINANCE OF THE CITY OF BELLE ISLE, FLORIDA, AMENDING CHAPTER 54, "LAND DEVELOPMENT CODE, "ARTICLE III, "ZONING CLASSIFICATIONS," TO CREATE A NEW SECTION 54-85, "GENERAL PROVISIONS FOR LIVE LOCAL ACT DEVELOPMENTS," TO PROVIDE DEFINITIONS AND SUBMITTAL AND REPORTING REQUIREMENT AND OTHER PROVISIONS FOR CERTIFICATION AND IMPLEMENTATION OF DEVELOPMENT PURSUANT TO THE LIVE LOCAL ACT, PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

The City Clerk read Ordinance 24-02 by Title.

Comm Smith moved to adopt Ordinance 24-02.

Comm Carson seconded the motion which passed 4:2 upon roll call with Comm Lowell and Comm Vertolli, nay.

- b. RESOLUTION NO. 24-10: A RESOLUTION OF THE CITY OF BELLE ISLE, FLORIDA, ELECTING TO NOT EXEMPT CERTAIN PROPERTY UNDER SECTION 196.1978(3)(o) AS ENACTED BY CHAPTER 2024-158, LAWS OF FLORIDA, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

Comm Partin moved to adopt Resolution 24-10 as presented.

Comm Smith seconded the motion, which passed unanimously at 6:0.

7. New Business

- a. Appeal of Code Violation 24-0290 Cary Strzepek

Mr. Strzepek spoke on the violation and said most of his frustration was due to not knowing if he was receiving a parking violation or parking on the right of way. He was on vacation during this time and could not comply with the time frame given. Discussion ensued.

Code Enforcement Officer Trendafilov testified that he had issued a few warning notices before issuing the violation. He further noted that the original vehicle was moved a few days later, and a different vehicle was parked in the same location.

Comm Bobrowski discussed foregoing the fine and providing the resident 30 days to comply with improving the prepared surface. Comm Carson was not in agreement and noted that the city could not mandate the installation of a prepared surface. Comm Partin recommended reducing the fine to 50% and returning the \$50 fee for the hearing.

After discussion, the Council agreed that the Code Enforcement Officer did his duties and compromised as follows: **Comm Partin moved to lower the fine from \$150 to \$75 and return the \$50 fee submitted for the hearing. Comm Lowell seconded the motion, which passed unanimously 6:0.**

- b. Proclamation: 2025 Municipal Election District 2, 3, 4 and Mayor

Comm Partin approved the Proclamation as presented.

Comm Smith seconded the motion, which passed unanimously at 6:0.

Mayor Fouraker read the Proclamation for the record.

- c. Cornerstone Charter Academy (CCA) Board Selection - Appointment April 2025

CM Rudometkin presented consideration to advertise for the CCA Board position with a term ending in April 2025, to be presented to the CCA Board at the Sept 18th or Jan 22, 2025, Board meeting.

The Council also discussed having the City representatives on the Board present monthly or quarterly updates to the City regularly.

Comm Partin moved to advertise for the CCA Board positions.

Comm Smith seconded the motion, which passed unanimously at 6:0.

- d. Consideration of City Council District 3 Applicant Chad Rocheford – rescheduled to August 22
- e. Consideration of City Council District 3 Applicant Julie Gillespie – rescheduled to August 22

8. Attorney's Report

Attorney Pownall reported that 3904 Arajo Court had been properly noticed, and the Order for Condemnation will be heard at a Public Hearing at the City Council meeting on October 15, 2024.

9. City Manager's Report

City Manager Rudometkin gave a brief overview and provided a copy of his task list for review.

a. Chief's Report

Chief Grimm reported,

- Officer Mendez has been called for service and will be deployed for a year.
- Officer Mathews has started PT and is working light duty.
- The Agency has received a donation of \$25,000 for a PD Canine Unit
- School starts on Monday, and PD is promoting SCHOOL SAFETY

Public Works Report

Phil Price reported,

- PW has restarted the sidewalk repair schedule.
- The City had received a donation of sand and bags from A1 Septic-Dave Smith.
- Four bids for the Landscape RFP were submitted and will be forwarded to the Council for consideration.
- Hansel and Randolph are now one-way due to the construction – Notices have been posted.
- Orange Count Lift station Repair (Cullen Lake Shore and Jade Circle) will be completed approximately in January 2025.

10. Mayor's Report

- Mayor Fouraker thanked the Council for their service and apologized to Comm Lowell for the events at a prior meeting.

11. Commissioners Report

The Council thanked the support of staff, code enforcement, and the PD for their support.

12. Adjournment

With no further business, Mayor Fouraker called for a motion to adjourn the meeting, which was unanimously approved at 9:00 pm.

Prepared by: Duke Energy Florida, LLC
Return To: Duke Energy Florida, LLC
Attn: Harley Sanwick
2166 Palmetto St
Mail Code: CW Eng
Clearwater, Florida 33765

Parcel # 24-23-29-3400-00-094

6300 Hansel Ave
Belle Isle, FL

EASEMENT

State of Florida
County of Orange

THIS EASEMENT (“**Easement**”) is made this ____ day of _____ 20____, from **CITY OF BELLE ISLE**, a Florida municipal corporation (“**Grantor**”, whether one or more), to **DUKE ENERGY FLORIDA, LLC**, a Florida limited liability company, Post Office Box 14042, St. Petersburg, FL 33733 (“**Grantee**”).

Grantor, for and in consideration of the sum of One and 00/100 Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does hereby grant unto Grantee a perpetual easement, to construct, reconstruct, operate, patrol, maintain, repair, replace, relocate, add to, modify, and remove electric and communication lines including, but not limited to, all necessary supporting structures, and all other appurtenant apparatus and equipment for the transmission and distribution of electrical energy, and for technological purposes related to the operation of the electric facilities and for the communication purposes of Incumbent Local Exchange Carriers (collectively, “**Facilities**”).

Grantor is the owner of that certain property described in "Exhibit A" attached hereto and incorporated herein by reference (“**Property**”).

The Facilities may be both overhead and underground and located in, upon, over, along, under, through, and across a portion of the Property within an easement area described as follows:

A strip of land ten feet (10') in uniform width, lying equidistant on both sides of a centerline, which centerline shall be established by the center of the Facilities as installed, (hereinafter referred to as the "**Easement Area**").

For Grantee's Internal Use:
Work Order #: 53780551-20 |
49424833 D

The rights granted herein include, but are not limited to, the following:

1. For the purpose of exercising Grantee’s rights under this Easement, Grantee shall have the right of ingress and egress over the Easement Area, Property, and any adjoining lands now owned or hereinafter acquired by Grantor (using lanes, driveways, and adjoining public roads where practical as determined by Grantee).
2. Grantee shall have the right to trim, cut down, and remove from the Easement Area, at any time or times and using safe and generally accepted arboricultural practices, trees, limbs, undergrowth, other vegetation, and obstructions.
3. Grantee shall have the right to trim, cut down, and remove from the Property, at any time or times and using safe and generally accepted arboricultural practices, dead, diseased, weak, dying, or leaning trees or limbs, which, in the opinion of Grantee, might fall upon the Easement Area or interfere with the safe and reliable operation of the Facilities.
4. Grantor shall not place, or permit the placement of, any structures, improvements, facilities, or obstructions, within or adjacent to the Easement Area, which may interfere with the exercise of the rights granted herein to Grantee. Grantee shall have the right to remove any such structure, improvement, facility, or obstruction at the expense of Grantor.
5. Excluding the removal of vegetation, structures, improvements, facilities, and obstructions as provided herein, Grantee shall promptly repair or cause to be repaired any physical damage to the surface area of the Easement Area and Property resulting from the exercise of the rights granted herein to Grantee. Such repair shall be to a condition which is reasonably close to the condition prior to the damage, and shall only be to the extent such damage was caused by Grantee or its contractors or employees.
6. Grantee may increase or decrease the voltage and change the quantity and types of Facilities as necessary to provide electric service to the Grantor’s improvements upon the Property.
7. All other rights and privileges reasonably necessary and consistent with the terms of the Easement, in Grantee's reasonable discretion, for the safe, reliable, and efficient installation, operation, and maintenance of the Facilities.

The terms Grantor and Grantee shall include the respective heirs, successors, and assigns of Grantor and Grantee. The failure of Grantee to exercise or continue to exercise or enforce any of the rights herein granted shall not be construed as a waiver or abandonment of the right thereafter at any time, or from time to time, to exercise any and all such rights.

TO HAVE AND TO HOLD said rights, privilege, and easement unto Grantee, its successors, licensees, and assigns, forever. The rights and easement herein granted are exclusive as to entities engaged in the provision of electric energy service. Grantor warrants and covenants that Grantor has the full right and authority to convey to Grantee this perpetual Easement, and that Grantee shall have quiet and peaceful possession, use and enjoyment of the same.

If at any time Grantor no longer needs electric service to the Property from Grantee, Grantor shall have the right to, at Grantor’s expense, cause the removal of Grantee’s improvements within the Easement Area and terminate this Easement upon at least ninety (90) days advance written notice from Grantor to Grantee. Upon such termination, Grantor and Grantee agree to execute and record a termination of this Easement I the public records of Orange County, Florida.

IN WITNESS WHEREOF, Grantor has signed this Easement under seal effective this ____ day of _____, 20____.

Witnesses:

CITY OF BELLE ISLE
a Florida corporation

(Witness #1)
Printed Name: _____
Address: _____

Nicholas Fouraker, Mayor

Grantor(s) Mailing Address:

(Witness #2)
Printed Name: _____
Address: _____

1600 Nela Avenue

Belle Isle, Florida 32809

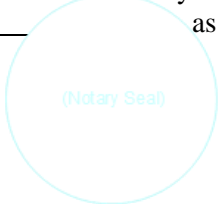
Attest:

Yolanda Quiceno, City Clerk

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20____ by Yolanda Quiceno, City Clerk of _____ corporation, a Florida corporation, and that by authority duly given and as the act of said corporation, the foregoing EASEMENT was signed in its name by its Mayor, sealed with its official seal, and attested by herself/himself as its City Clerk. He/she is personally known to me or has produced _____ as identification.



Notary Public: _____

Printed/ Typed Name: _____

Commission Expires: _____

This instrument prepared by Manny R. Vilaret, Esquire, 10901 Danka Circle Suite C, St. Petersburg, FL 33716.

EXHIBIT A

Being that property located within the City of Belle Isle, Orange County, Florida, more particularly described as follows:
Being that property located within the City of Belle Isle, Orange County, Florida, more particularly described as follows:

Lot 9 of HARNEY HOMESTEAD, as recorded in Plat Book C, Page 53, of the Public Records of Orange County, Florida, less the East 100 feet thereof; less the North 391.8 feet thereof; less portions of road right of way on the North, bounded by Fairlane Avenue, and on the South, bounded by East Wallace Street, as the same may have been conveyed to or taken by the City of Belle Isle or Orange County, Florida for road widening purposes.

LESS AND EXCEPT:

That part of Lot 9 conveyed to the State of Florida by Special Warranty Deed recorded in Official Records Book 779, Page 14, of the Official Records of Orange County, Florida, being described as follows:

That part of: Lot 9, Harney Homestead Subdivision, as shown in Plat Book "C", Page 53, said public records, LESS the North 391.8 feet of said Lot 9; lying within 30 feet Easterly of the survey line of State Road 527, Section 75040, said survey line being described as follows:

Begin on the Easterly extension of the North line of Lot 18, John Keen's Subdivision, Plat Book "H", Page 11, public records, Orange County, Florida, at a point 31.16 feet East of the Northeast corner of said Lot 18, and run thence North 0°15'17" West, 579.36 feet to the center of Section 24, Township 23 South, Range 29 East;

ALSO, the East 30 feet of the West 60 feet of the South 30 feet of the North 421.8 feet of said Lot 9, Harney Homestead;

ALSO, that part of said Lot 9, Harney Homestead, lying within 30 feet Northerly of a line described as follows:

Commence on the Easterly extension of the North line of Lot 18, John Keen's Subdivision, Plat Book "H", Page 11, Public Records, Orange County, Florida, at a point 31.16 feet East of the Northeast Corner of said Lot 18, and run thence North 0°15'17" West 33.70 feet for a POINT OF BEGINNING; From said Point of Beginning run South 89°42'47" East, 60 feet;

The lands herein described contain .172 acre (7499 square feet), more or less, exclusive of area in existing roads.

FURTHER LESS AND EXCEPT

That part conveyed to Pine Castle Methodist Church, Inc. by Special Warranty Deed recorded in Official Records Book 8382, Page 274, of the Official Records of Orange County, Florida, being described as follows:

Commence at the Southwest corner of Lot 9 of the HARNEY HOMESTEAD, as recorded in Plat Book C, Page 53, of the public records of Orange County, Florida, thence run North 89 deg 57 min 29 sec East along the North right-of-way line of Wallace Street as shown and depicted on the plat of KEEN-C, Page 53, of the public records of Orange County, Florida, thence run North 89 deg 57 min 29 sec East along the North right-of-way line of Wallace Street as shown and depicted on the plat of KEEN-CASTLE, as recorded in Plat Book "P", Page 1, of said public records, a distance of 224.28 feet to the POINT OF BEGINNING; thence North 00 deg 04 min 16 sec East along the East line of the West 224.28 feet of said Lot 9, a distance of 224.70 feet to a point on the South right-of-way line of Fairlane Avenue; thence along said South line North 89 deg 58 min 20 sec East, a distance of 173.95 feet; thence leaving said South line South 00 deg 18 min 56 sec East along the West line of the East 100.00 feet of said Lot 9, a distance of 224.65 feet to a point on the North right-of-way line of Wallace Street; thence along said North line South 89 deg 57 min 29 sec West, a distance of 175.47 feet to the POINT OF BEGINNING.



INVOICE APPROVAL

d.

VENDOR
Axon

FISCAL YEAR	2023/2024
DEPARTMENT	521 - Police
DEPT. ASSIGNED NO.	PD2324-082

INVOICE #	DESCRIPTION OF SERVICE OR PRODUCT	BUDGET LINE #	BUDGET LINE DESCRIPTION	LINE AMOUNT	INVOICE TOTAL
INUS261264	BWC and taser contract	001-521-00-3100	TECHNOLOGY SUPPORT/SERVICES	\$ 76,769.10	\$ 76,769.10
			-	\$ -	
			-	\$ -	
			-	\$ -	
			-	\$ -	\$ -
			-	\$ -	
			-	\$ -	
			-	\$ -	
			-	\$ -	\$ -
			-	\$ -	
			-	\$ -	
			-	\$ -	
			-	\$ -	\$ -
			-	\$ -	
			-	\$ -	
			-	\$ -	

INVOICE(S) TOTAL **\$ 76,769.10**

APPROVAL	
Department: <u>Jeremy Williams</u>	Date: <u>7/18/24</u>
City Manager: <u>[Signature]</u>	Date: <u>7/18/24</u>

This form must be attached to all invoices except for contracts, utilities, professional services, and other recurring disbursements. This form must be signed by the department head or their designee and the City Manager before payment will be processed. The original invoice(s) and all applicable back-up documentation must be attached. If utilizing a new vendor, attach a copy of the vendor's W-9 form unless already submitted to Finance.



Axon Enterprise Inc.
 PO BOX 29661
 DEPARTMENT 2018
 PHOENIX, AZ 85038-9661
 Ph: 1-480-991-0797, option 5, option 1
arinquiries@axon.com
www.axon.com
 TIN: 86-0741227
 DUNS Number: 832176382
 UEI Number: TBW7MGPYURM7

Invoice

Invoice ID INUS261264
 Date 01-Jul-24
 Page 1 of 2
 Sales Order
 Requisition
 Your Ref Q483682,
 Our Ref , Q-483682,
 Payment Net 30 days
 Invoice Account 308575
 Terms of Delivery FCA

BILL TO

Belle Isle Police Dept.- FL
 1600 Nela Ave
 Belle Isle, FL 32809-6184
 USA

SHIP TO

Belle Isle Police Dept.- FL
 1600 Nela Ave
 Belle Isle, FL 32809-6184
 USA

Ship to*	Bundled Item Number	Bundled Description	Bundled Quantity	Unit Price	Amount
1	Unlimited7+10yr	Officer Safety Plan 10 Plus, 10YR	20.00		71,169.61
1	Unlimited7+10yr	Unlimited7+ 10 Year Bundle	2.00		5,360.84
1	100200	AB4 FLEX POV HARDWARE BUNDLE	22.00		238.65

Sales Amount	76,769.10
Misc. Charge	0.00
Discount	0.00
Sales Tax	0.00
Total	76,769.10
Amount Received	0.00

Payment Due 31-Jul-24 BALANCE DUE USD 76,769.10

PAYMENT REMITTANCE INFORMATION

For ACH/EFT Payment: (Preferred Method)		For Wire Transfers		For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name	Axon Enterprise, Inc.	Beneficiary	Axon Enterprise, Inc.	Axon Enterprise, Inc.	Axon Enterprise, Inc.
Account Number	634912729	Account Number	634912729	PO BOX 29661	JPMorgan Chase (AZ1-2170)
Bank Routing No	122100024	Bank Routing No	021000021	DEPARTMENT 2018	Attn: Axon Enterprises 29661-2018
Reference No	INUS261264	SWIFT Code	CHASUS33	PHOENIX, AZ 85038-9661	2108 E Elliot Rd,
		Reference No	INUS261264	Reference No INUS261264	Tempe, AZ 85283
					Reference No INUS261264

Please reference the invoice number on your ACH, Wire or Check payment and send to AR@axon.com

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to this wire

FLOCK SAFETY
1170 HOWELL MILL RD NW STE 210
ATLANTA, GA 30318-8637

d.

010300125000000000000000

1250 - *****AUTO**MIXED AADC 840 T5 P1

Accounts Payable
1521 NELA AVE
ORLANDO, FL 32809-6123



INVOICE APPROVAL

d.

VENDOR
Lexipol

FISCAL YEAR	2023/2024
DEPARTMENT	521 - Police
DEPT. ASSIGNED NO.	PD2324-078

INVOICE #	DESCRIPTION OF SERVICE OR PRODUCT	BUDGET LINE #	BUDGET LINE DESCRIPTION	LINE AMOUNT	INVOICE TOTAL
INVLEX1123 7554	Lexipol policy manual and daily training	001-521-00-3100	TECHNOLOGY SUPPORT/SERVICES	\$ 17,986.53	\$ 17,986.53
	bulletins etc.		-	\$ -	
			-	\$ -	
			-	\$ -	
			-	\$ -	\$ -
			-	\$ -	
			-	\$ -	
			-	\$ -	
			-	\$ -	\$ -
			-	\$ -	
			-	\$ -	
			-	\$ -	
			-	\$ -	\$ -
			-	\$ -	
			-	\$ -	
			-	\$ -	

INVOICE(S) TOTAL \$ 17,986.53

APPROVAL
Department: <u><i>Jessica Crigger</i></u> Date: <u>7/18/24</u>
City Manager: <u><i>[Signature]</i></u> Date: <u>7/18/24</u>

This form must be attached to all invoices except for contracts, utilities, professional services, and other recurring disbursements. This form must be signed by the department head or their designee and the City Manager before payment will be processed. The original invoice(s) and all applicable back-up documentation must be attached. If utilizing a new vendor, attach a copy of the vendor's W-9 form unless already submitted to Finance.



Invoice ^{d.}

#INVLEX11237554

6/1/2024

Bill To
Belle Isle Police Department (FL)
1521 Nela Ave.
Belle Isle FL 32809
United States

End User
Belle Isle Police Department (FL)

Terms	Due Date	PO #	Contract Term
Net 30	7/1/2024		7/1/2024 to 6/30/2025

Description	Qty	Rate	Amount
Annual Law Enforcement Policy Manual & Daily Training Bulletins	1	\$10,644.73	\$10,644.73
Annual Law Enforcement Supplemental Manual(s)	1	\$1,284.08	\$1,284.08
Annual Law Enforcement Procedures	1	\$581.94	\$581.94
LE/CJPublic Safety GrantFinder Subscription	1	\$715.50	\$715.50
Law Enforcement Accreditation Workbench Basic	1	\$0.00	\$0.00
PoliceOne Academy Annual Rate	21	\$88.99	\$1,868.79
Inventory Management	21	\$30.59	\$642.39
Cordico Launch Law Enforcement Wellness App	1	\$2,249.10	\$2,249.10

Your invoice includes a 10 % discount.

SOURCEWELL Belle Isle Police Department ID#27633
SOURCEWELL Lexipol ID# 011822-LXP

Subtotal	\$17,986.53
Tax Total (%)	\$0.00
Invoice Total	\$17,986.53
Amount Paid	\$0.00
Amount Due	\$17,986.53

[Click here to submit your accounting inquiry](#)

Lexipol now has an easier way for you to view/pay your invoices. Please set up/login to your account today at [LEXIPOL CUSTOMER PORTAL](#) If you have difficulty logging in, please click on the reset password link, reset your password, and attempt logging in again.

Please Make Checks Payable to:
Lexipol, LLC
2611 Internet Blvd, Suite 100
Frisco, Tx 75034-9085



INVOICE APPROVAL

d.

VENDOR
Flock Safety

FISCAL YEAR	2023/2024
DEPARTMENT	521 - Police
DEPT. ASSIGNED NO.	PD2324-076

INVOICE #	DESCRIPTION OF SERVICE OR PRODUCT	BUDGET LINE #	BUDGET LINE DESCRIPTION	LINE AMOUNT	INVOICE TOTAL
PD2324-076	LPRs	001-521-00-3406	LPR/VIDEO MONITORING	\$ 53,500.00	\$ 53,500.00
			-	\$ -	
			-	\$ -	
			-	\$ -	
			-	\$ -	\$ -
			-	\$ -	
			-	\$ -	
			-	\$ -	
			-	\$ -	\$ -
			-	\$ -	
			-	\$ -	
			-	\$ -	

INVOICE(S) TOTAL **\$ 53,500.00**

APPROVAL
Department: <u><i>Jeremy Campbell</i></u> Date: <u>7/15/24</u>
City Manager: <u><i>[Signature]</i></u> Date: <u>7/16/24</u>

This form must be attached to all invoices except for contracts, utilities, professional services, and other recurring disbursements. This form must be signed by the department head or their designee and the City Manager before payment will be processed. The original invoice(s) and all applicable back-up documentation must be attached. If utilizing a new vendor, attach a copy of the vendor's W-9 form unless already submitted to Finance.



d.

INVOICE

Flock Group Inc dba Flock Safety
www.flocksafety.com

Invoice Number: INV-42135
Invoice Date: 6/25/2024
Due Date: 7/25/2024
Payment Terms: Net 30
PO#:

Payment Remittance Information

Pay by Check:

Payable to: Flock Group Inc
Memo: INV-42135
Mail to: PO Box 121923
Dallas, TX 75312-1923

If paying by check, please include the remittance slip below.

Pay by ACH:

Account Legal Name: Flock Group Inc.
Account Number: 3302113966
Account Type: Checking
Routing / SWIFT Code: 121140399 / SVBKUS6S

If paying by ACH, please include your invoice number in the memo section of the ACH transfer request.

By paying this invoice, I, the customer, agree to the terms and conditions listed at

<https://www.flocksafety.com/terms-and-conditions>

Please be aware that failure to pay the invoice by the due date may result in an interest penalty or disconnection of service, as specified in your contract.

.....
Detach and Return with Payment

Make Checks Payable to: Flock Group Inc

If sending via Flock Group Inc
USPS: PO Box 121923
Dallas, TX 75312-1923

Or

If sending via Flock Group Inc
UPS, FedEx or 891923
USPS: 1501 North Plano Rd. ste 100
Richardson, TX 75081

Account: FL - Belle Isle PD

Invoice # INV-42135

Amount Due: **\$53,500.00**

Amount Enclosed: \$ _____

flock safety

INVOICE

d.

Flock Group Inc dba Flock Safety
www.flocksafety.com

Invoice Number: INV-42135
Invoice Date: 6/25/2024
Due Date: 7/25/2024
Payment Terms: Net 30
PO#:

Bill To: FL - Belle Isle PD
1521 Nela Ave
Orlando, Florida, 32809

Ship To: FL - Belle Isle PD
1521 Nela Ave
Orlando, Florida 32809

Billing Company Name: FL - Belle Isle PD
Billing Contact Name:
Billing Email Address: jmillis@belleislepolice.org

Payment Terms: Net 30
Contracted Billing Structure: Annual

Notes: FL - Belle Isle Police Department: Year 2 of 24 Month Term, 2024 - 2025

ITEMS	QTY	UNIT PRICE	SALES TAX	TOTAL
Flock Safety Advanced Search	1	\$2,500.00	\$0.00	\$2,500.00
Flock Safety Falcon ®	17	\$3,000.00	\$0.00	\$51,000.00

Unless otherwise noted on the Order Form, the Term shall commence upon first installation and validation of Flock Hardware.
Link to Location of Services: <https://planner.flocksafety.com/public/269c320f-7285-42b1-ae5e-425e2d95ab91>

Subtotal: \$53,500.00
Sales Tax: \$0.00
Credit: \$0.00
Payments: \$0.00
Balance Due: \$53,500.00

If you have questions about your invoice or need to update your billing contact information, please email billing@flocksafety.com or call 866-901-1781, option 3.

flock safety

EXHIBIT A ORDER FORM

Customer: FL - Belle Isle PD
Legal Entity Name: FL - Belle Isle PD
Address: 1521 Nela Ave Orlando, Florida 32809

Initial Term: 24 Months
Renewal Term: 24 Months
Payment Terms: Net 30
Billing Frequency: Annual Plan - First Year Invoiced at Signing.
Retention Period: 30 Days

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$53,500.00
Flock Safety Flock OS			
FlockOS™	Included	1	Included
Flock Safety LPR Products			
Flock Safety Falcon®	Included	17	Included
Flock Safety FlockOS Add Ons			
Flock Safety Advanced Search	\$2,500.00	1	\$2,500.00

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$650.00	17	\$11,050.00
		Subtotal Year 1:	\$64,550.00
		Annual Recurring Subtotal:	\$53,500.00
		Estimated Tax:	\$0.00
		Contract Total:	\$118,050.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$64,550.00
Annual Recurring after Year 1	\$53,500.00
Contract Total	\$118,050.00

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description	Terms
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.	The Term shall commence upon first installation and validation of Flock Hardware.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

By executing this Order Form, Customer represents and warrants that it has read and agrees to all of the terms and conditions contained in the Master Services Agreement attached. The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: FL - Belle Isle PD

By: DocuSigned by:
Mark Smith
AC5C931458C24PS

Name: Mark Smith

Title: General Counsel

Date: 5/19/2023

By: City of Belle Isle
Travis Grimmer

Name: Travis Grimmer

Title: Chief

Date: 5/18/23

PO Number: _____

flock safety

Sole Source Letter for Flock Safety™ ALPR Cameras and Solution

Flock Safety is the sole manufacturer and developer of the Flock Safety ALPR Camera. Flock Safety is also the sole provider of the comprehensive monitoring, processing, and machine vision services which integrate with the Flock Safety ALPR Camera.

The Flock Safety ALPR camera and devices are the only Law Enforcement Grade ALPR System to offer the following combination of proprietary features:

1. Vehicle Fingerprint Technology™:
 - Patented proprietary machine vision to analyze vehicle license plate, state recognition, and vehicle attributes such as color, type, make and objects (roof rack, bumper stickers, etc.) based on image analytics (not car registration data)
 - Machine vision to capture and identify characteristics of vehicles with a paper license plate and vehicles with the absence of a license plate
 - Ability to 'Save Search' based on description of vehicles using our patented Vehicle Fingerprint Technology without the need for a license plate, and set up alerts based on vehicle description
 - Only LPR provider with "Visual Search" which can transform digital images from any source into an investigative lead by finding matching vehicles based on the vehicle attributes in the uploaded photo
 - Falcon Flex™: an infrastructure-free, location-flexible license plate reader camera that is easy to self install. Falcon Flex ties seamlessly into the Flock ecosystem with a small and lightweight camera with the ability to read up to 30,000 license plates and vehicle attributes on a single battery charge

 2. Integrated Cloud-Software & Hardware Platform:
 - Ability to capture two (2+) lanes of traffic simultaneously with a single camera from a vertical mass
 - Best in class ability to capture and process up to 30,000 vehicles per day with a single camera powered exclusively by solar power
 - Wireless deployment of solar powered license plate reading cameras with integrated cellular communication weighing less than 5lbs and able to be powered solely by a solar panel of 60W or less
 - Web based footage retrieval tool with filtering capabilities such as vehicle color, vehicle type, vehicle manufacturer, partial or full license plate, state of license plate, and object detection
 - Utilizes motion capture to start and stop recording without the need for a reflective plate
-

flock safety

- Motion detection allows for unique cases such as bicycle capture, ATV, motorcycle, etc.
 - On device machine processing to limit LTE bandwidth consumption
 - Cloud storage of footage
 - Covert industrial design for minimizing visual pollution
3. Transparency & Ethical Product Design:
- One-of-a-kind "Transparency Portal" public-facing dashboard that details the policies in place by the purchaser, as well as automatically updated metrics from the Flock system
 - Built-in integration with NCMEC to receive AMBER Alerts to find missing children
 - Privacy controls to enable certain vehicles to "opt-out" of being captured
4. Integrated Audio & Gunshot Detection:
- Natively integrated audio detection capabilities utilizing machine learning to recognize audio signatures typical of crimes in progress (e.g., gunshots)
5. Live Video Integration:
- Ability to apply computer vision to third-party cameras using Wing™ LPR, transforming them to evidence capture devices using the same Vehicle Fingerprint technology offered on the Flock Safety Falcon™ ALPR cameras
 - Wing™ Livestream integrates live stream traffic cameras, publicly or privately owned livestream security cameras into one cloud-based situational awareness dashboard to increase response time in mission-critical incidents
 - Manage various government intelligence including ALPR, livestream cameras, CAD, automatic vehicle location (AVL) on Flock Safety's Wing™ Suite
 - Access Wing™ Replay to unlock enhanced situational awareness with 7-day footage retention, Hot List Live Video Instant Replay, and downloadable MP4
6. Partnerships:
- Flock Safety is the only LPR provider to officially partner with AXON to be natively and directly integrated into Evidence.com
 - Flock Safety is the only LPR provider to be fully integrated into a dynamic network of Axon's Fleet 3 mobile ALPR cameras for patrol cars and Flock Safety's Falcon cameras
 - Access to additional cameras purchased by our HOA and private business partners, means an ever-increasing amount of cameras and data at no additional cost
-

flock safety

7. Warranty & Service:

- Lifetime maintenance and support included in subscription price
- Flock Safety is the only fully integrated ALPR one-stop solution from production of the camera to delivery and installation
- Performance monitoring software to predict potential failures, obstructions, tilts, and other critical or minor issues

Thank you, 
Garrett Langley CEO, Flock Safety

Flock Safety + FL - Belle Isle PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Todd Troutman
todd.troutman@flocksafety.com
7703102987

flock safety

Company Overview

At Flock Safety, technology unites law enforcement and the communities they serve to eliminate crime and shape a safer future, together. We created the first public safety operating system to enable neighborhoods, schools, businesses, and law enforcement to work together to collect visual, audio, and situational evidence across an entire city to solve and prevent crime.

Our connected platform, comprised of License Plate Recognition (LPR), live video, audio detection, and a suite of integrations (AVL, CAD & more), alerts law enforcement when an incident occurs and turns unbiased data into objective answers that increase case clearance, maximize resources, and reduce crime -- all without compromising transparency or human privacy.

Join thousands of agencies reducing crime with Flock Safety's public safety operating system

2000+	120	1B+	<60%*
communities with private-public partnerships	incident alerts / minute	1B+ vehicles detected / month	<60% local crime reduction in Flock cities

*According to a 2019 study conducted by Cobb County Police Department

Introduction

Layer Intelligence to Solve More Crime

The pathway to a safer future looks different for every community. As such, this proposal presents a combination of products that specifically addresses your public safety needs, geographical layout, sworn officer count, and budget. These components make up your custom public safety operating system, a connected device network and software platform designed to transform real-time data into a panoramic view of your jurisdiction and help you zero in on the leads that solve more cases, prevent future crimes, and foster trust in the communities you serve.

Software Platform

Flock Safety's out-of-box software platform collects and makes sense of visual, audio, and situational evidence across your entire network of devices.

Out-of-Box Software Features	
Simplified Search	<p>Get a complete view of all activity tied to one vehicle in your network of privately and publicly owned cameras. The user-friendly search experience allows officers to filter hours of footage in seconds based on time, location, and detailed vehicle criteria using patented Vehicle Fingerprint™ technology. Search filters include:</p> <ul style="list-style-type: none"> ● Vehicle make ● Body type ● Color ● License plates <ul style="list-style-type: none"> ○ Partial tags ○ Missing tags ○ Temporary tags ○ State recognition ● Decals ● Bumper stickers ● Back racks ● Top racks
National and Local Sharing	<p>Access 1B+ additional plate reads each month without purchasing more cameras. Solve cross-jurisdiction crimes by opting into Flock Safety's sharing networks, including one-to-one, national, and statewide search networks. Users can also receive alerts from several external LPR databases:</p> <p><i>California SVS</i> <i>FDLE</i> <i>FL Expired Licenses</i> <i>FL Expired Tags</i> <i>FL Sanctioned Drivers</i> <i>FL Sex Offenders</i> <i>Georgia DOR</i> <i>IL SOS</i> <i>Illinois Leads</i> <i>NCIC</i> <i>NCMEC Amber Alert</i> <i>REJIS</i> <i>CCIC</i> <i>FBI</i></p>
Real-time Alerts	<p>Receive SMS, email, and in-app notifications for custom Hot Lists, NCIC wanted lists, AMBER alerts, Silver alerts, Vehicle Fingerprint matches, and more.</p>
Interactive ESRI Map	<p>View your AVL, CAD, traffic, and LPR alerts alongside live on-scene video from a single interactive map for a birdseye view of activity in your jurisdiction.</p>
Vehicle Location Analysis	<p>Visualize sequential Hot List alerts and the direction of travel to guide officers to find suspect vehicles faster.</p>

Out-of-Box Software Features (Continued)	
Transparency Portal	Establish community trust with a public-facing dashboard that shares policies, usage, and public safety outcomes related to your policing technology.
Insights Dashboard	Access at-a-glance reporting to easily prove ROI, discover crime and traffic patterns and prioritize changes to your public safety strategy by using data to determine the most significant impact.
Native MDT Application	Download FlockOS to your MDTs to ensure officers never miss a Hot List alert while out on patrol.
Hot List Attachments	Attach relevant information to Custom Hot List alerts. Give simple, digestible context to Dispatchers and Patrol Officers responding to Hot List alerts so they can act confidently and drive better outcomes. When you create a custom Hot List Alert, add case notes, photos, reports, and other relevant case information.
Single Sign On (SSO)	Increase your login speed and information security with Okta or Azure Single Sign On (SSO). Quickly access critical information you need to do your job by eliminating the need for password resets and steps in the log-in process.

License Plate Recognition		
<p>The Flock Safety Falcon® LPR camera uses Vehicle Fingerprint™ technology to transform hours of footage into actionable evidence, even when a license plate isn't visible, and sends Hot List alerts to law enforcement users when a suspect vehicle is detected. The Falcon has fixed and location-flexible deployment options with 30% more accurate reads than leading LPR.*</p> <p>*Results from the 2019 side-by-side comparison test conducted by LA County Sheriff's Department</p>		
Flock Safety Falcon® LPR Camera	Flock Safety Falcon® Flex	Flock Safety Falcon® LR
<p>Fixed, infrastructure-free LPR camera designed for permanent placement.</p> <p>√ 1 Standard LPR Camera</p> <p>√ Unlimited LTE data service + Flock OS platform licenses</p> <p>√ 1 DOT breakaway pole</p> <p>√ Dual solar panels</p> <p>√ Permitting, installation, and ongoing maintenance</p>	<p>Location-flexible LPR camera designed for fast, easy self-installation, which is ideal for your ever-changing investigative needs.</p> <p>√ 1 LPR Camera</p> <p>√ Unlimited LTE data service + software licenses</p> <p>√ 1 portable mount with varying-sized band clamps</p> <p>√ 1 Charger for internal battery</p> <p>√ 1 hardshell carrying case</p>	<p>Long-range, high-speed LPR camera that captures license plates and Vehicle Fingerprint data for increasing investigative leads on high-volume roadways like highways and interstates.</p> <p>√ 1 Long-Range LPR Camera</p> <p>√ Computing device in protective poly case</p> <p>√ AC Power</p> <p>√ Permitting, installation, and ongoing maintenance</p>

Your Flock Safety Team	
<p>Flock Safety is more than a technology vendor; we are a partner in your mission to build a safer future. We work with thousands of law enforcement agencies across the US to build stronger, safer communities that celebrate the hard work of those who serve and protect. We don't disappear after contracts are signed; we pride ourselves on becoming an extension of your hard-working team as part of our subscription service.</p>	
Implementation	Meet with a Solutions Consultant (former LEO) to build a deployment plan based on your needs. Our Permitting Team and Installation Technicians will work to get your device network approved, installed, and activated.
User Training + Support	Your designated Customer Success Manager will help train your power users and ensure you maximize the platform, while our customer support team will assist with needs as they arise.
Maintenance	<p>We proactively monitor the health of your device network. If we detect that a device is offline, a full-time technician will service your device for no extra charge.</p> <p><i>Note: Ongoing maintenance does not apply to Falcon Flex devices.</i></p>
Public Relations	<p>Government Affairs</p> <p>Get support educating your stakeholders, including city councils and other governing bodies.</p> <p>Media Relations</p> <p>Share crimes solved in the local media with the help of our Public Relations team.</p>

FW: Flock Safety

Tracey Richardson <trichardson@belleislefl.gov>

Thu 7/18/2024 12:56 PM

To: Heidi Peacock <hpeacock@belleislefl.gov>

FYI. Please put with Flock Safety invoice.



Tracey Richardson

Finance Director

Phone: 407-851-7730

Fax: 407-240-2222

Email:

[trichardson@belleislefl.gov]trichardson@belleislefl.gov

1600 Nela Avenue
Belle Isle, FI 32809

www.belleislefl.gov



From: Rick Rudometkin <rickr@belleislefl.gov>

Sent: Thursday, July 18, 2024 12:54 PM

To: Tracey Richardson <trichardson@belleislefl.gov>

Subject: Re: Flock Safety

Hi Tracey,

Based on your information, this should go back to the council for approval before me signing off on it for payment. Only part of it was approved, and we need to have the other \$53,500 approved for payment.

We will talk with the Chief and put it on the August 6 agenda under consent.

Thank you,

Rick J Rudometkin, CPM, ICMA-CM

City Manager

City of Belle Isle

407-851-7730

rickr@belleislefl.gov



From: Tracey Richardson <trichardson@belleislefl.gov>
Sent: Thursday, July 18, 2024 12:25 PM
To: Rick Rudometkin <rickr@belleislefl.gov>
Subject: Flock Safety

Rick,

Last fiscal year, Council approved the purchase of license plate readers for the Police Department from Flock Safety for \$64,550.00 using ARPA funds. Travis signed the contract with Flock Safety which actually has an initial term of 24 months with a renewal term of 24 months. Council only approved the \$64,550 and not the entire \$118,050 contract with an annual recurring fee of \$53,500. This was one of the contracts I expressed concern with in my email to you in June regarding contract management.

The year 2 payment is now due and I have received the invoice for \$53,500 with approval from PD and you. The \$53,500 was included in the current budget so there is no concern there; however, because of my concerns above regarding the contract and Council approval, I wanted to double check and make sure you were okay with paying this before issuing the check.

Please let me know.

Thank you.



Tracey Richardson
Finance Director

Phone: 407-851-7730

Fax: 407-240-2222

Email:

[trichardson@belleislefl.gov]trichardson@belleislefl.gov

1600 Nela Avenue
Belle Isle, FL 32809

www.belleislefl.gov



Tracey Richardson

From: Tracey Richardson
Sent: Thursday, July 18, 2024 12:26 PM
To: Rick Rudometkin
Subject: Flock Safety

Needs to go to Council Aug 6.

Rick,

Last fiscal year, Council approved the purchase of license plate readers for the Police Department from Flock Safety for \$64,550.00 using ARPA funds. Travis signed the contract with Flock Safety which actually has an initial term of 24 months with a renewal term of 24 months. Council only approved the \$64,550 and not the entire \$118,050 contract with an annual recurring fee of \$53,500. This was one of the contracts I expressed concern with in my email to you in June regarding contract management.

The year 2 payment is now due and I have received the invoice for \$53,500 with approval from PD and you. The \$53,500 was included in the current budget so there is no concern there; however, because of my concerns above regarding the contract and Council approval, I wanted to double check and make sure you were okay with paying this before issuing the check.

Please let me know.

Thank you.



Tracey Richardson
Finance Director

Phone: 407-851-7730
Fax: 407-240-2222
Email: trichardson@belleislefl.gov

1600 Nela Avenue
Belle Isle, FL 32809

www.belleislefl.gov



Tracey Richardson

From: Rick Rudometkin
Sent: Wednesday, June 26, 2024 8:09 AM
To: Tracey Richardson; Phil Price; Yolanda Quiceno; Travis Grimm; Raquel Lozano
Cc: Heidi Peacock
Subject: Re: Contract Management

Thank you, Tracey. I appreciate the list.

I will go through it, and we will discuss at our next staff meeting as well.

Rick J Rudometkin, CPM, ICMA-CM

City Manager
City of Belle Isle
407-851-7730
rickr@belleislefl.gov



From: Tracey Richardson <trichardson@belleislefl.gov>
Sent: Tuesday, June 25, 2024 4:08 PM
To: Rick Rudometkin <rickr@belleislefl.gov>; Phil Price <pprice@belleislefl.gov>; Yolanda Quiceno <yquiceno@belleislefl.gov>; Travis Grimm <tgrimm@belleislepolice.org>; Raquel Lozano <planner@belleislefl.gov>
Cc: Heidi Peacock <hpeacock@belleislefl.gov>
Subject: Contract Management

All-

I have compiled a list of the City’s contracts to the best of my ability which should provide a starting point to managing them. We may want to add a column to track when their insurance expires if we don’t already track.

I have listed below some things we need to look at.

- Airport Noise Consultant contract with Orlando Aviation Consultants – I have a copy of the agreement but I don’t know if it is still in place. We have never issued any payments under this contract.
- Boat Dock Lease with William H. Partin – I have a copy of the agreement but I don’t know if it is still in place. We have never issued any payments under this contract.
- Boat Use Agreement with Ryan Holihan – I have a copy of the agreement but I don’t know if it is still in place. We have never issued any payments under this contract.
- Audit Services contract with McDirmit Davis – We need to put out a new RFQ ASAP as the last year that could be audited under this contract was FY 22/23.
- Body Worn Cameras and Tasers contract with Axon – I think the entire contract needs Council approval as they only approved the cost of 1 year.

- IT Services contract with Eola Technology – The initial contract was only for one year, expiring in May 2022. Do we have any documentation that this was extended?
- License Plate Readers contract with Flock Safety – I think the entire contract needs Council approval as they only approved the cost of implementation and the first year of service.
- Lobbyist Service with GrayRobinson – The initial contract was not to exceed one year, expiring in August 2022. Do we have any documentation that this was extended?
- Planning Service with Fisher Planning – The only contract we have on file for April is for when she was acting as the City’s planner. Do we have anything for the work she is currently doing for us?
- Police Dispatch Service with Orange County Sheriff – Just wanted to note that the contract expires on 9/30/2024.
- Real Estate Advisory Service with Lloyd Commerical Advisors – The initial contract was for one year, expiring in October 2020.
- Sidewalk Repair & Replacement with Groundwerks – The initial agreement was not to exceed \$280,200. Do we have anything extending this and do we have an actual signed contract?
- Stormwater CIPP Pipe Lining and System Cleaning/CCTV Service – We piggybacked these contracts and need to make sure they are still in effect.
- Traffic Signal Maintenance with Control Specialists – We piggyback off City of Winter Garden. I didn’t see a copy of the contract dated 1/28/2021.

I think we should discuss contracts at a future staff meeting to make sure we are all on the same page with things such as who should be managing them, who is ultimately responsible for ensuring we have a current contract in place, who can sign contracts, etc.

Thank you!



Tracey Richardson
Finance Director

Phone: 407-851-7730

Fax: 407-240-2222

Email: trichardson@belleislefl.gov

1600 Nela Avenue
Belle Isle, FL 32809

www.belleislefl.gov



EXHIBIT A – SAMPLE DONATION ACCEPTANCE AGREEMENT



DONATION ACCEPTANCE AGREEMENT

This Donation Acceptance Agreement (the “Agreement”) is made this 15 day of August, 2024 by and between the City of Belle Isle, a Florida municipal corporation whose mailing address is 1600 Nela Avenue, Belle Isle, FL 32809 (the “City”), and **Animal Welfare Foundation, Inc.**, whose mailing address is **1567 Armstrong Avenue The Villages FL 32163-5400** (the “Donor”). The parties hereby agree as follows:

1. **Donation.** Donor wishes to donate certain property or funds to the City, described as follows: A cash donation of **\$25,000** paid via check, which was previously provided to the City (the “Donation Property”).

2. **Intended Use.** It is the intent of the parties that the Donation Property be used by the City for the City to establish a K-9 unit as requested in Police Chief Travis Grimm’s letter to Donor and as set forth below:

Establishing a K-9 unit is critical in enhancing our capabilities to serve and protect the community. This donation will be allocated to several essential areas, including:

- 1. **Outfitting Vehicles:** Equipping our patrol vehicles with the necessary modifications to safely and effectively transport K-9 officers.
- 2. **Purchasing Equipment:** Acquiring specialized equipment required for the training and deploying K-9 units.
- 3. **Training:** Comprehensive training should be provided for both the K-9 officers and their human handlers to ensure they are prepared to perform their duties effectively.
- 4. **Veterinary Costs:** Covering the medical expenses to maintain the health and well-being of our K-9 officers.
- 5. **Supplying Food:** Ensuring our K-9 officers receive proper nutrition to stay healthy and active.

(the “Intended Use”). Donor acknowledges that the City’s use of the Donation Property for the Intended Use may be contingent upon various factors including but not limited to budgeted funds,

continuation of certain City programs or facilities, City plans, and other matters. The City's failure to use the Donation Property for the Intended Use for one of the contingent reason set forth herein shall not constitute a breach of this Agreement. The Donation shall not be used or expended for:

- [1] A political campaign or influencing voters;
- [2] To influence legislation, to influence that outcome of any election, or to carry on any voter registration drive.
- [3] Individual gain or salary.

3. **Acceptance and Delivery.** Upon execution of this Agreement by both parties (the "Effective Date"), the City hereby accepts, and the Donor relinquishes all claims to and rights in the Donation Property. Donor shall take any-and-all additional actions necessary to deliver the Donation Property to the City, to relinquish any of Donor's claims and rights in the Donation Property, and to transfer ownership of the Donation Property to the City.

4. **Donor's Representations.** Donor hereby represents and warrants that Donor is the lawful owner of the Donation Property with full authority to donate the Donation Property to the City as provided in this Agreement. Donor further represents and warrants that all statements and assertions made by Donor to the City in this Agreement and otherwise in relation to the Donation Property are true and accurate to the best of Donor's knowledge.

5. **Indemnification.** Donor hereby indemnifies and holds harmless the City and its elected and appointed officials, employees, and agents, from and against any and all liabilities, claims, demands, losses, expenses, damages, fines, fees, penalties, suits, proceedings, actions, costs, and other liabilities, including without limitation litigation costs and attorney's fees for trials and appeals, claimed or asserted by or on behalf of any person who is the actual owner or co-owner of the Donation Property at the time this Agreement is executed. This paragraph shall survive termination, expiration, and completion of this Agreement.

6. **Sovereign Immunity.** Nothing contained in this Agreement nor in any instruments executed pursuant to the terms of this Agreement shall be construed as a waiver or attempted waiver by the City of its sovereign immunity protections or of any other privilege, immunity or defense afforded to it or any of its officials, employees and agents under the Constitution and laws of the State of Florida.

7. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties and supersedes all previous promises, negotiations, representations, and statements with respect to its subject matter. This Agreement may not be modified or amended except by a written instrument equal in dignity herewith and executed by the parties to be bound thereby.

8. **No Third-Party Beneficiaries.** This Agreement is intended solely for the benefit of the parties hereto, and their respective successors in interest and title. No right or cause of action shall accrue under or by reason of this Agreement to or for the benefit of any third party. Nothing contained in this Agreement, whether expressed or implied, is intended, nor shall be construed, to confer upon or give to any person or entity not a party hereto any right, remedy or claim under or by reason of this Agreement or any term, provision, or condition of this Agreement other than the parties hereto and their respective successors in interest and title.


9. **Governing Law; Venue.** This Agreement is governed by and construed in accordance with the laws of the State of Florida, and venue for any action arising out of or related to this Agreement shall be in Orange County, Florida.

10. **Severability.** If any particular term, provision or condition of this Agreement, the deletion of which would not adversely affect the receipt of any of the material benefit of this Agreement by either party hereto or substantially increase the burden of this Agreement upon either party hereto, shall be held to be invalid or unenforceable to any extent by a court of competent jurisdiction, the same shall not affect in any respect whatsoever the validity or enforceability of the remaining terms, provisions and conditions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the Effective Date.

CITY OF BELLE ISLE:

DONOR: Animal Welfare Foundation, Inc.




Signature
Travis Grimm

Print Name
Chief of Police

Position
8/15/24

Date



Signature
LORRIE NASSOFER

Lorrie Nassofer
Director Animal Welfare Foundation

President
08/15/2024

Date

EXHIBIT B – SAMPLE DONATION RECEIPT



City of Belle Isle Donation Receipt

This is to confirm that on 8/6/24 [insert date] the City of Belle Isle received from Anna Welfare Foundation 1567 Anastasia Ave the Villages FL 32163 [insert donor name and address]:

- a monetary contribution of \$ 25,000
- a non-monetary contribution consisting of [describe goods, services, property, securities, etc.]:

No goods or services were provided by the City of Belle Isle in return for the contribution.

The city sincerely appreciates your donation.

Rick J. Rudometkin
City Manager
City of Belle Isle



City of Belle Isle **Donation Policy**

I. Purpose

Members and supporters of the Belle Isle community from time to time wish to support the community by making donations to the City of Belle Isle. The City Council appreciates this generosity and has adopted this policy regarding donations to the City of Belle Isle, including City departments and City sponsored programs, activities, and events. (This policy is distinct from the Employee Gifts Policy outlined in the City’s Personnel Manual, which provides City of Belle Isle employees with a clear standard about when it is acceptable and prohibited to accept gifts from a member of the public, a business, an organization, or other entity.)

II. Definitions

1. **Donation:** a contribution made to the city without expectation of goods, services, or significant benefit or recognition in return. Donations may be in the form of money or in-kind contributions of products, services, investment securities, real property (land), or any combination thereof. A donation may be **unrestricted**, where the donor has placed no limitation on its use, or **restricted**, where the donor has restricted its use to a specified purpose. Donations that, if accepted, would obligate the City to enter into a service, procurement, or other agreement, other than a Donation Acceptance Agreement, shall not be considered a donation. Grants to the City from a local, state, or federal agency are not subject to this policy.
2. **Donor:** Any organization or individual who provides the city with a donation.
3. **Donation Acceptance Agreement:** An agreement between the City and the donor that details any restrictions on a donation as well as the respective obligations of the donor and the City.
4. **Fundraising:** Any activity conducted with the intent of generating donations to the city. Fundraising activities may include, but are not limited to contacting

individuals, companies, foundations, or other entities with a request for a donation to the City.

III. General Provisions

1. The City welcomes unrestricted donations as well as restricted donations that enhance City services, reduce costs that the City would incur in the absence of the donation, or that otherwise provide a benefit to the City. The City reserves the right to decline any donation, without comment or cause, including but not limited to when acceptance of the donation offer is determined in the sole discretion of the City to be not in the best interests of the City.
2. Donors shall not expect, nor shall the City grant, any extra consideration to the donor in relation to City procurement, regulatory matters, or any other business, services, or operations of the City. .
3. No City Council member, Commissioner, employee, or volunteer shall solicit donations in cash or in-kind services for any City project, program, activity, or event (“supported activity”) unless the City Council has approved a plan for the supported activity. This will normally apply to City-sponsored events.
4. Donations must be directly related to providing goods or services to the public or for another valid public purpose. Donations may not be used for personal financial gain of any City elected or appointed official or employee.
5. The net benefit of a donation should be considered when determining whether to accept a donation. Net benefit includes all lifecycle costs of ownership, including maintenance, repair, clean-up, administrative, and any potential liability or expenses that may be associated with the donation.
 - a. Donations may not be used to implement new on-going programs or services unless a permanent source of revenue is identified to support the program or service.
 - b. Potential costs and liabilities should be considered if a donation of personal property or of a service does not include the same indemnification, insurance, bonding, or warranties that the City would normally receive through procurement of personal property or services.
 - c. Real property may be donated to the City if it will not expose the City to an unreasonable risk of litigation or liability, because of the physical condition of the property or existence of claims, liens, and encumbrances against the property.
 - d. The potential and extent of the City’s obligation to maintain, match, or

supplement the donation.

6. Council members and other City officials are responsible for reporting fundraising activities and donations as required by applicable laws and regulations.
7. The City Council may in its discretion waive any provision, procedure, or requirement contained in this Donation Policy.

IV. Procedures

1. Unrestricted donations of \$5,000 or less may be accepted by the City Manager. Unrestricted donations of more than \$5,000 and restricted donations of more than \$500 must be brought to the City Council for approval and acceptance. Restricted donations of \$500 or less may be accepted by the City Manager.
2. The City Manager may accept or decline any donation at the City Manager’s sole discretion and may choose to request City Council consideration of any donation. The City Manager shall report to the City Council on all donations more than \$1,000 at a City Council meeting within thirty days of accepting the donation.
3. The City Council shall consider proposed donations beyond the authority of the City Manager set forth above and proposed donations referred to by the City Manager. The City Council may accept or decline any donation at its sole discretion.
4. All donations will receive appropriate recognition as determined by the City Manager or City Council at the time the donation is accepted, taking into consideration the nature and level of the donation. Upon request of the donor or if specified in a City- initiated request for donors, limited forms of promotional activity (such as logo or name placement on signs, flyers, and other materials related to a program or activity supported by the donation) are permitted. The appearance of traditional commercial advertising should be avoided, and the size of donor recognition should be in keeping with the size of non-recognition information used in the materials. The agreed upon form of recognition should be identified in the donor receipt or a donation agreement. Any naming of City parks, property, or facilities shall follow the guidelines set forth in the City Resolution 17-19 Pertaining to Naming City-Owned Land and Facilities.
5. When donations with a value more than \$100 are accepted or upon the request of the donor, the City will issue the donor a receipt indicating the amount of the donation or describing the goods or services donated within 30 days of receiving the donation. (In accordance with the Internal Revenue Code the City does not

provide an estimated value of in-kind donations; donors may refer to IRS Publication 561 for more information on valuing donated property.) The donation receipt shall also include the date of the donation, the name of the donor, the purpose of the donation (if a restricted donation), a brief description of any public recognition that will be made by the City and note that the donor received no goods or services in exchange. The original receipt shall be submitted to the donor and the City shall retain a copy. A sample donation receipt is attached as **Exhibit B**.

- 6. Before acceptance of a restricted donation valued at more than \$500 or an unrestricted donation valued at more than \$5,000, the respective obligations of the donor and the City shall be set forth in a Donation Acceptance Agreement. A sample agreement is attached as **Exhibit A**. The City Manager or City Council may require donation agreements in any form, containing any terms in the City's discretion, and for donations valued at any amount. The Donor Acceptance Agreement including the donor names and donation amounts are public information subject to disclosure pursuant to the Florida Public Records Act.
- 7. The City shall maintain records for the receipt of all donations and shall comply with all reporting requirements and regulations.

V. Dissemination of Information

- 1. A copy of each Donation Acceptance Agreement for accepted donations shall be forwarded for information to the City Council by the City Manager.
- 2. A copy of each Donation Acceptance Agreement for accepted donations shall be forwarded for information to the Finance Department and the designated department for which the donation was assigned.
- 3. Each original Donation Acceptance Agreement shall be maintained by the City Clerk.

VI. Distribution of Donation

- 1. Tangible items will be distributed to appropriate City departments for use or, at the discretion of the Department Director or City Manager, disposed of in an appropriate manner according to the Belle Isle Municipal Code.
- 2. Donations of cash for designated donations will be deposited into the appropriate revenue account for the designated City department.
- 3. Donations of cash for undesignated donations under \$5,000 will be deposited into the City's General Fund donation account. Undesignated donations in an amount over \$5,000 will be distributed at the direction of City Council.



LOCAL ORDINANCE

VIOLATOR INSTRUCTIONS

FINES MUST BE PAID WITHIN 30 DAYS OF ISSUE. PAYMENT WITH CASHIER CHECK OR MONEY ORDER, MADE PAYABLE TO: CITY OF BELLE ISLE. YOU MUST PAY WITH CASH IN PERSON.

YOU MAY REQUEST A HEARING WITHIN FIVE(5) DAYS OF ISSUE. FAILURE TO DO SO MEANS YOU HAVE WAIVED YOUR RIGHT TO CONTEST THE MERIT OF THIS CITY ORDINANCE VIOLATION. AN APPEAL FEE MUST BE PAID AT THE TIME OF THE HEARING REQUEST. IF YOU ARE FOUND NOT GUILTY, THE APPEAL FEE WILL BE RETURNED.

FAILURE TO COMPLY WILL RESULT IN A COLLECTION REFERRAL ACTION.

AGENCY CASE #	CITATION # P0002021	DATE 07/21/2024	TIME 1:55 PM
AGENCY NAME BELLE ISLE POLICE DEPT.		TYPE OF DEPARTMENT 2-PD	
COUNTY OF CITATION ORANGE	PLACE OR CITY OF CITATION BELLE ISLE		
VIOLATOR INFORMATION			
CHECK IF OWNER IS BUSINESS OR THE GOVERNMENT <input type="checkbox"/>		BUSINESS NAME	
FIRST JEFFREY	MIDDLE SCOTT	LAST GILES	SUFFIX
STREET 5842 COVE DR		CITY BELLE ISLE	STATE ZIP FL 32812
DL/ID # G420437671420	STATE FL	BIRTH DATE 04/22/1967	RACE GENDER TELEPHONE W M (407) 509-8309
YR VEHICLE 2021	TAG # FL2785SU	TRAILER TAG #	TAG EXP DATE STATE 08/12/2023 FL
COLOR	STYLE FBGLASS	MAKE NAUT	MODEL V.I.N. OR MOTOR # CTC17020G021
ROADWAY INFORMATION			
BUSINESS NAME J. BRADDOCK			
ADDRESS # 2812	OCCURRED ON STREET, ROAD, HIGHWAY ALSACE CT		
FEET	MILES	DIRECTION	AT/FROM STREET, ROAD, HIGHWAY
LATITUDE		LONGITUDE	ZONE 409
VIOLATION			
CODE # 10-65	CHARGE DESCRIPTION SPECIFIC NOISES AND LIGHTS PROHIBITED		
OTHER VIOLATION COMMENTS			
PAYMENT INFORMATION			
NAME CITY OF BELLE ISLE			
ADDRESS 1600 NELA AVENUE			
CITY BELLE ISLE	ZIP 32809	PHONE # (407) 240-2473	
EMAIL ADDRESS		WEB SITE PAGE CITYOFBELLEISLEFL.ORG	
IF PAID WITHIN DAYS	FINE \$50.00	IF PAID AFTER DAYS	FINE FILING FEE
COURT INFORMATION(if applicable)			

REPORTING OFFICER			
OFFICER SIGNATURE <i>SS</i>	BADGE # B117	D # 9121	TROOP UNIT
RANK OFFICER	FIRST STEVEN	MIDDLE	LAST SHAFFER

Hemweg - Aug 22 2024 a.

TO WHOM IT MAY CONCERN

I JEFFREY GILES Am CONTESTING
CITATION # P0002021 CODE # 10-65

I WAS TOLD THIS WAS A DISTURBING
THE PEACE. THIS COMPLAINT WAS

DONE BY J. BRADDICK @ 2812 ALSACE CT

AND DONE SO REGARDING ME PLAYING MUSIC
ON MY BOAT WHILE PULLING MY WIFE SKIING.

I PASS BY THIS GUYS HOUSE FOR 10-15 SECONDS
DOING TWO TO THREE LAPS AROUND THE LAKE
TOTALING 30 TO 45 SECONDS DURING A 30 TO 45 MINUTE
TIME FRAME. I AM A SAID 400 TO 500 FEET FROM
THIS GUYS HOUSE AND HAVE BEEN DOING THIS FOR
YEARS WITHOUT ANY COMPLAINTS. THE BOATS COME EQUIPPED
WITH A RADIO AND MINE HAS NOT BEEN MODIFIED. NO WARNING
WAS EVER ISSUED AND WHAT NOISE LEVEL CONSTITUTES DISTURBANCE.

THANKS JEFFREY GILES

CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET

b.

Meeting Date: August 22, 2024

To: Honorable Mayor and City Council Members

From: Yolanda Quiceno, City Clerk

Subject: Landscape Maintenance Services RFP 2024-03 Project Bid

Background: The City advertised for Landscape Proposals—RFP 2024-03. The Project consists of service on four (4) Four monthly cuts from April through November and (1) One monthly cut from December through February. The service locations are as follows:

1. Cove Drive ROW
2. Judge Road ROW
3. Judge Road and Daetwyler Drive ROW
4. Daetwyler Drive and McCoy Road ROW
5. Wilkes Avenue ROW
6. Hoffner Avenue and LaBelle Street/Wilkes ROW
7. Hoffner Avenue (west side) ROW
8. Hoffner Avenue (east side) ROW
9. Windsor Place Ponds: Rothbury Drive
10. Windsor Place Ponds: Chiswick Circle

The Bid opening for “RFP – Landscape Maintenance Services - 2024-03” was conducted on Thursday, August 1, 2024, at 3:00 pm. The City received a total of Four bid proposals as follows,

- | | |
|-------------------------|-------------|
| • Continuum Services | \$98,712.00 |
| • Yellowstone Landscape | \$50,976.00 |
| • Down to Earth | \$87,552.00 |
| • Mower Men | \$84,960.00 |

Staff Recommendation: The staff recommends approval of the Yellowstone Landscape bid.

Suggested Motion: I move approval of the bid submitted by (YellowStone Landscape) for the Landscape Maintenance Services in the amount of (\$50,976.00).

Alternatives: Reject the bids.
Resubmit RFP – Different specs.

Fiscal Impact: Total of Approved Bid
Attachments: Bid and three proposals



Excellence
IN COMMERCIAL LANDSCAPING



Landscape Maintenance Services Proposal
prepared for

CITY OF BELLE ISLE RFP 2024-03

Phil Price
Public Works Supervisor
City of Belle Isle

July 29th, 2024

Phil Price
City of Belle Isle, Public Works Supervisor
1600 Nela Avenue
Belle Isle, FL 32809

Re: Landscape Maintenance Services Proposal for **City of Belle Isle RFP 2024-03**

Thank you for considering a partnership with **Yellowstone Landscape** as your landscape maintenance service provider. Our proposal has been created to address the specific needs and expectations you have expressed for **City of Belle Isle RFP 2024-03**. We call this your Plan for Success because our integrated service plan has been designed to give you a landscape that you can be proud of.

Within your Plan for Success please make special note of the following sections:

- **Startup Plan:** This section discusses our transition plan and the actions we will take in the first 30, 60, and 90 days of service to improve both your specific areas of concern and your landscape's overall appearance.
- **Scope of Services Summary:** This section outlines your scope of work outlined in your request for proposal. We've also included sample irrigation, fert/chem, and manager reports.
- **About Us/References:** This section includes information about our company, project pages of some of our local projects and a list of references. Please feel free to reach out to any of our references.
- **Licenses/Certifications:** This section includes copies of our licenses and certifications. We've also included copies of the irrigation and fert/chem reports.
- **Your Investments:** Pricing for the services we'll provide to your property and a draft of our landscape maintenance agreement.

If you have any questions after reviewing our proposal, please contact me at any time. I welcome the opportunity to provide you any further details about our firm's commitment to delivering a landscape that you will be proud of.

Sincerely,
Landon Pyle
Yellowstone Landscape

Lpyle@yellowstonelandscape.com



407.814.2400 tel
2908 Forysth Rd.
Winter Park, FL 32792

www.yellowstonelandscape.com

July 29, 2024

City of Belle Isle, RFP 2024-03 Landscape Maintenance
City Clerk's Office
1600 Nela Avenue
Belle Isle, FL 32809

Re: Approach to Landscape Maintenance Services for City of Belle Isle

Dear Sir/Madam,

In the following document we will break down our landscape approach to services for the City of Belle Isle. We want you to understand how our crews work, who is responsible for what within our company, and how we will service all the sections identified within the RFP. Yellowstone Landscape's extensive experience in production planning allows our teams to develop a program that will ensure that all tasks outlined in the RFP will be performed timely and consistently. All the tasks and teams will be managed by our account manager who will be your main point of contact within Yellowstone Landscape. This account manager will make sure outstanding quality and customer service are delivered to you utilizing the facilities and roadways. You will see from our references that we have a great deal of experience in maintaining this type of work for several cities and counties throughout the state of Florida. We urge you to reach out and speak with the contacts listed. We want you to feel more than confident when making your decision and feel comfortable that you have chosen a company with an incredible track record and one that is more than capable of enhancing your beautiful landscape.

1. Project Approach Breakdown

- a. Mow/detail team – Crews will fluctuate in size from 2-3 people depending on the sites they will be visiting and the time of the year. We will typically run 2–3-man crews for 2 days. If additional crew members are needed during certain times we will make the adjustments. All properties will be serviced on Monday through Friday between 7:30 am and 5pm. All roadways maintenance areas will be serviced in a way where the safety of our employees and residents are of utmost importance. MOT signs will be utilized to let commuters know where our teams are working by breaking roadway areas into smaller sections. We will finish a section of medians and ROWs and then move onto the next section in sequence. A well sequenced plan will ensure our success with these properties.

i. Mowing

- 1. Edging, mowing, string trimming, and blowing off all turf and

- a. 52" & 60" walk behind mowers will be utilized to perform mowing functions.
- b. Mechanical edging of all areas where turf meets hardscape will be done weekly during growing season and bi-weekly during slower season.
- c. All areas requiring string trimming will be done with each mow.
- d. All areas will be blown off with each mow.
- e. Litter removal will be done on each visit.

ii. Detail/Pruning/Weed Control

- 1. Hand-pruning and shearing will be done to prune all areas monthly. We will break down areas into sections where we prune a section each week with the intention of completing a full rotation 1x per month.
- 2. Crape Myrtle Pruning as needed when requested.
- 3. Hand-pulling of weeds.
- 4. Non-selective weed control with round-up.
 - a. All our account managers, crew leaders, and crew leads have spray licenses and have gone through training to perform these functions.
- 5. Pruning of palms will be done when requested.
- 6. Elevation pruning will be performed on all hardwood trees so they don't interfere with pedestrians or vehicles. Up to 12'.
- 7. Blowing off property after trimming.
- 8. Leaf and acorn removal.
- 9. Litter removal.

b. Account Manager.

- i. Supervising and overseeing all aspects of maintenance by our crew members
- ii. Main point of contact for City of Belle Isle to communicate with
- iii. Will communicate any issues with the property and any scheduling conflicts.
 - 1. We are utilizing a tool called Site Audit which we can take pictures, make notes, and assign tasks to specific people within our company. It has been a highly effective tool, and our customers are raving how much this improves communication and takes a pro-active approach.
 - 2. Account managers meet weekly with our branch manager to go over scheduling and adjustments that may be needed. We work together as a team to make sure our customers receive the best service, and our crews stay on task.
 - 3. Will make recommendations for fertilization and pest control treatments pro-actively and will also communicate when any pest issues arise that need addressed immediately.
 - 4. Will provide weekly checklist of maintenance activities completed.
 - 5. Will communicate any irrigation issues witnessed out in the field back to the City Manager.

c. Fert/Disease/Pest Control

- i. NOT NEEDED IN THIS CONTRACT

Please let us know if you have any questions about our scope of services or landscape approach. We are very excited about the potential opportunity to beautify your properties!

Sincerely,

Landon Pyle
Business Development Manager
Lpyle@yellowstonelandscape.com
407-625-7822



Landon Pyle
Yellowstone Landscape

CITY OF BELLE ISLE

Wednesday, April 17, 2024

17 Issues Identified



**ONLY MOW UP TO THE
YELLOW POWERLINE
CABLE**

Hoffer Avenue and
Wilkes Avenue ROW



**HOFFER AND OAK
AVENUE**



**HOFFNER AVENUE
ROW**



**HOFFNER AVENUE
ROW**



**HOFFNER AVENUE
ROW**



**HOFFNER AVENUE
ROW**



**HOFFNER AVENUE
ROW**



**STOP AT THE WALL ON
HOFFNER AVENUE.
BEFORE RILEY AUTO
PARTS.**



COVE DRIVE ROW- NOT RESPONSIBLE TO PRUNE THE CRÊPE MYRTLES



INCLUDE MOWING AT THE END OF COVE DRIVE ROW. LAST HOUSE ON THE CORNER

House number 5663
cove dr



**JUDGE ROAD ROW. -
STOP AT THE BELL ISLE
SIGN**

Triangle parcel on the
corner of Judge and
Conway



**CORNER OF MCCOY
AND DAETWYLER**

Maintain both triangular
parcels



**CORNER OF MCCOY
AND DAETWYLER**



**MCCOY ROW-
MAINTAIN AROUND
POWER BOX**
Corner of McCoy and Via
Flora



**MCCOY ROW -
MAINTAIN BOTH SIDES
OF THE SIDEWALK**

OUR STARTUP PLAN

This checklist is provided as an outline of the initial tasks that our Landscape Maintenance teams will perform as we begin serving your property. **Together, we will check off the tasks as they are completed over the first 30, 60, and 90 days of service, as a way for you to measure our team's performance.**

FIRST 30 DAYS

- Meet with Property Manager to review 30 – 60 – 90 Day Plan
- Discuss with Property Manager our "Approach to Services" and "Service Map"
- Begin maintenance – mowing, trimming, cutbacks, blowing and edging
- Spend significant amount of time cleaning up the areas that have been neglected (weeding beds and entrance features and detail work)
- Walk Property with Property Manager to identify other areas of concern

DAYS 30-60

- Walk property with Property Manager to evaluate improvements
- Evaluate our "Approach to Services" and make any necessary adjustments
- Continue routine maintenance – mowing, trimming, blowing and edging
- Discuss options to improve "curb appeal" in high profile areas

DAYS 60-90

- Walk property with Property Manager to evaluate improvements
- Assess results from actions taken in 30 day and 60 day plans
- Continue routine maintenance – mowing, trimming, blowing and edging



City of Belle Isle

1600 Nela Avenue, Belle Isle, FL 32809

Telephone: (407) 851-7730 * Fax: (407) 240-2222

REQUEST FOR PROPOSAL - 2024-03 LANDSCAPE MAINTENANCE

Solicitation Schedule

Event	Date
Publish on Vendor Bid System – Demand Star	JULY 6, 2024
Pre-Bid Meeting on Site (mandatory) Location	JULY 17, 2024 - 10 am City Hall (1600 Nela Avenue)
Deadline for Questions	JULY 22, 2024 – 10 days before the RFP due date pprice@belleislefl.gov
<u>Bid Submission Date</u> Either mailed or delivered to the City Clerk’s address. Bids are opened on the due date at 3 pm.	AUGUST 1, 2024 – 3 pm City Hall (1600 Nela Avenue)
Anticipated Award Date	AUGUST 22, 2024 (unless otherwise posted)

If you have any questions or need additional information, please email the City Clerk’s Office at yquiceno@belleislefl.gov with RFP 2024-03 on the subject line.

Submit Bids (sealed) to:
City of Belle Isle – City Clerk’s Office
1600 Nela Avenue
Belle Isle, FL 32809

Bids (one (1) original and one (1) copy) must be sealed and mailed or delivered. Write the Bid Number above and the Bid Opening Date in the lower left corner outside the Bid envelope. No faxed or emailed Bids will be considered. Barring certain circumstances (Section III-5), Bids received after the stated date and time will not be accepted and will be returned to the Bidder unopened.

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Advertisement for bids

Section 00030

The City of Belle Isle, Florida, requests sealed bids for completing the LANDSCAPE MAINTENANCE REQUEST FOR PROPOSAL (RFP), including all labor, materials, and equipment. The expected start date for this contract will be on or about June 10, 2024. The bids will be received at the Office of the City Clerk, City Hall, 1600 Nela Avenue, Belle Isle, Florida, 32809, until **AUGUST 1, 2024, no later than 3:00 pm (EST)**. At that time, bids will be opened in the Council Chambers Room, 1600 Nela Avenue, Belle Isle, FL 32809, and publicly read aloud. Bids received after the above time and date will be returned unopened.

There will be a mandatory pre-proposal meeting and tour. Before submitting a bid, each bidder shall have the opportunity to examine the Project thoroughly and fully understand the conditions that may affect the work proposed. Failure to inspect the Sites will in no way relieve the successful contractor from the necessity of furnishing any materials or performing any labor necessary for the satisfactory completion of the work.

The mandatory meeting and project tour date is JULY 17, 2024, at 10:00 am. All bidders are invited to tour the property at that time. Each bidder will be allowed to ask questions and receive property information. Inquiries for specific information will not be entertained before the aforementioned tours.

As outlined in this document, the work consists of performing landscape maintenance, including all labor, materials, and equipment. Specific components of the project include, but are not limited to, site preparation, pruning, mowing, edging, weeding, and removal of grass clippings, trash, and debris.

Copies of the RFP are available for public inspection at the office of the City Clerk in City Hall 1600 Nela Avenue, Belle Isle, Florida, 32809; 407-851-7730.

No bid may be withdrawn sixty (60) days after the scheduled closing time for receiving bids.

It is the City's intent to award the project to the lowest qualified Bidder. However, the City reserves the right to waive all informalities in any bid, reject any and all bids or any part of any bid with or without cause, re-advertise for all or any part of the work contemplated, and/or accept the bid that, in its judgment, will be in the best interests of the City.

Bids must be submitted using the Bid Form provided in this document. No facsimile, telegraphic, or e-mail submissions will be accepted.

Instructions to bidders

Section 00100

Defined Participants.

The Owner of this project is the City of Belle Isle, 1600 Nela Avenue, Belle Isle, Florida 32809.
The CONTRACTOR for the project is listed as the qualified, responsible bidder to whom OWNER makes an award.

Examination of Contract Documents and Site.

Before submitting a Bid, each Bidder must (a) examine the Contract Documents thoroughly, (b) visit the site to familiarize themselves with local conditions that may in any manner affect cost, progress or performance of the work, (c) familiarize themselves with federal, state and local laws, ordinances, rules and regulations that may affect cost, progress or performance of the work, (d) study and carefully correlate Bidder's observations with the Contract Documents.

The submission of a Bid will constitute an incontrovertible representation by the Bidder that the Contract Documents are sufficient in scope and detail to indicate and convey an understanding of all terms and conditions for the performance of the work.

Bid Form.

- All Bids shall be submitted on standard forms furnished in this document.
- Bid Forms must be completed in ink or by typewriter. All blank spaces must be filled in. Where indicated on the Form, the Bid price of each item must be stated in numerals.
- The Bid shall contain an acknowledgment of receipt of all Addenda, if any.

Submission of Bids.

- All Bids shall be submitted in sealed envelopes marked RFP# 2024-03: LANDSCAPE MAINTENANCE RFP for the City of Belle Isle, Florida. The bidder's name and address shall be shown outside the sealed envelope. Facsimile or e-mail submittals will not be accepted.
- Bids should be mailed or delivered to the Office of the City Clerk, 1600 Nela Avenue, Belle Isle, Florida, 32809, or hand-delivered to the Office of the City Clerk, 1600 Nela Avenue, Belle Isle, Florida, 32809.
- The City of Belle Isle is not responsible for the U.S. Mail or private couriers regarding mail being delivered by the specified time so that a bid can be considered. Proposals by telephone, telegraph, FAX, or e-mail will not be accepted.

The following documents must be attached to the Bid Form:

- a) Drug-Free Workplace Certificate
- b) Insurance Certificates (see Section 00700 General Conditions)
- c) Public Entity Crimes- Sworn Statement
- d) List of References
- e) Equipment and Personnel List
- f) Orange County Fertilizer Applicator License

Mandatory Pre-Bid Meeting

There will be a mandatory pre-bid meeting and tour for the project on JULY 17, 2024, at 10:00 am. The meeting will be held at the City Hall Council Chambers at 1600 Nela Avenue, Belle Isle, FL. Each site will be visited for bidding purposes.

Bid Opening

Bids received will be accepted until AUGUST 1, 2024, no later than 3:00 pm (EST), at which time they will be opened in the Council Chambers Room and publicly read aloud. The Council Chambers Room is located in City Hall, 1600 Nela Avenue, Belle Isle, Florida. Bids received after the above time and date will be returned unopened.

Bids to Remain Open

All bids shall remain open for sixty (60) days after the day of the Bid Opening.

Award of Contract

It is the City’s intent to award the project to the lowest qualified, responsible Bidder. However, the City reserves the right to waive all informalities in any bid, to reject any and all bids or any part of any bid with or without cause, re-advertise for all or any part of the work contemplated, and/or accept the bid that in its best judgment will be in the best interests of the City. **The expected start date for this contract will be on or about OCTOBER 1, 2024.**

Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated product of quantities and unit prices and the correct product thereof will be resolved in favor of the correct product. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

Signing of Agreement

When the City gives a Notice of Award to the Successful Bidder, it will be accompanied by at least two (2) unsigned copies of the Agreement and all other Contract Documents. Within ten (10) days thereafter, the CONTRACTOR shall sign all and deliver at least two (2) copies of the Agreement to the City with the other Contract Documents attached. Within ten (10) days thereafter, the City will deliver fully signed counterparts to the CONTRACTOR.

Interpretations

All questions about the meaning or intent of the Contract Documents shall be submitted to the City Manager. Replies will be issued by Addenda mailed or delivered to all parties recorded by the OWNER as having received the Bidding Documents. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or classifications will be without legal effect.

Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of a period of 36 months from the date of being placed on the convicted vendor list.

Pursuant to Section 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity.

A proposed Bidder must sign and submit the Public Entity Crimes Statement, supplied with the Bid Form.

Insurance Requirements

The CONTRACTOR shall purchase and maintain insurance for the project’s entire life that meets the requirements stated in Section 00700-Article 4 of this Document.

Bid Forms

Section 00300

Contractors Name: Yellowstone Landscape
Project Identification: **Bid # 2024-03 LANDSCAPE MAINTENANCE**
Owner: **CITY OF BELLE ISLE**

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the City in the form included in this document to complete all work as specified or indicated in the Project Manual for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the document.
2. The Bidder certifies that they have investigated the requirements to do business in the project jurisdiction and that they are either qualified to do business or will obtain such pre-qualification before the contract is awarded.
3. The Bidder accepts all the terms and conditions in this document, including, without limitation, those dealing with the disposition of Bid Security (if applicable). This Bid will remain open for 60 days after the day of the Bid Opening. The Bidder will sign the Agreement and other documents required by the Contract Documents within ten days after the City's Notice of Award date.
4. In submitting this Bid, the Bidder represents, as more fully set forth in the Agreement, that:
 - a) The Bidder has examined copies of all Contract Documents and the following addenda:

Date: 7/29/24 Number: RFP 2024-03

- b) The Bidder has examined the site and locality where the work is to be performed and the conditions affecting the cost, progress, or performance of the work and has made such independent investigations as the Bidder deems necessary.
 - c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation or solicited any other Bidder to submit a false or sham Bid, and the Bidder has not sought by collusion to obtain for themselves any advantage over any other Bidder or the City.
5. **BIDDER will complete the Work for the following prices:**

The terms of the contract will be for one (1) year from the date of the agreement. The City has the option to exercise five (5) one-year renewals on the same terms and conditions of the original contract, with the exception of the contract price, which will be adjusted by 90% of the Consumer Price Index of the Southern States.

The undersigned hereby declares that they have carefully examined the individual sites listed on the bid form and will complete the LANDSCAPE MAINTENANCE according to the specifications herein.

The terms used in this Bid were submitted to the City of Belle Isle on the 29th of July, 2024.

By: [Signature]
Individual's Name - Signature

Landon Pyle
Individual's Name - Printed

doing business as Yellowstone Landscape (business name)

Business Address: 2809 Forsyth Rd. Winter Park, FL 32792

Business Phone No.: 407.814.2400

Business Fax No.: N/A

Email: Lpyle@yellowstonelandscape.com

Communications to the BIDDER concerning this Bid shall be addressed to:

Mailing Address: 3235 N. State St. Bunnell, FL 32110

Street Address: Same as Above

City, State and Zip: _____

Telephone No.: _____

Fax No.: _____

Email: _____

Drug-Free Workplace Certification

Section 00300

Identical or "Tie" Bids:

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals that are equal in respect to price, quality, and service are received by the State or by any political subdivision for procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. To have a drug-free workplace program, a business shall:

1. Publish and pass out to each employee a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace.
2. Inform employees about the dangers of drug abuse in the workplace and the penalties that may be imposed upon employees for drug abuse violations.
3. Inform employees that the employer must be notified of a workplace violation no later than five (5) calendar days after a conviction.
4. Impose sanctions on or require satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
5. By implementing this section, Make a good-faith effort to maintain a drug-free workplace.



7/29/24

Name (signature)

Date

Landon Pyle

Name (printed)

Business Development Manager

Title

Public Entity Crimes – Sworn Statement

Section 00300

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of a period of 36 months from the date of being placed on the convicted vendor list.

Pursuant to Section 287.134(2) (a), Florida Statutes, an entity or affiliate placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity.

This sworn statement by Landen Ryle - Business Development manager
Name and title of business representative

who is authorized to represent Yellowstone Landscape
Business name

hereby specifies that neither the entity submitting this statement nor any officers, directors, executives, partners, employees, shareholders who are active in the management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

[Signature]
Signature

7-30-24
Date

STATE OF FLORIDA
COUNTY OF ORANGE

Personally appeared before me, the undersigned authority, on this 30th day of

July, 2024.

Sherry Lynn Folda
Notary Public

JUNE 17, 2024
Commission Date



b.

Form of Agreement

Section 00500

THIS AGREEMENT made and entered into on the _____ day of August, 2024, by and between Yellowstone Landscape, party of the first part and the City of Belle Isle, Florida, party of the second part.

WITNESS:

That the first party, for the consideration hereinafter fully set out, hereby agrees with the second party as follows:

That the first party shall furnish all material and perform all the work for **LANDSCAPE MAINTENANCE CONTRACT NO. 2024-03** in full part and complete accord with Contract Documents contained herein.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE EXECUTED THIS agreement on the day and date first above written in two (2) counterparts, each of which shall, without proof or accounting for the other counterpart, be deemed an original contract.

This Agreement will be effective on the _____ day of _____, 20____. OWNER:

OWNER

Signature

Name (Print)

Title

ADDRESS

ATTEST

Name (Print)

CONTRACTOR

Landon Pyle

Signature

Landon Pyle

Name (Print)

Business Development Manager

Title

ADDRESS
2809 Forsyth Rd

Winter Park, FL 32792

ATTEST

Name (Print)

b.

Site Location and Description of Scheduled Service Areas For Landscape Maintenance Proposal

Cove Drive ROW	Northside ROW of Cove Dr from the corner of Conway Rd to the corner of Cove Dr and Cove Dr.
Judge Road ROW	Southside ROW of Judge Road from the corner of Conway Rd going west to the start of the brick wall. Northside ROW at the corner of Judge Rd and Conway Rd- Small triangle area.
Judge Road and Daetwyler Drive ROW	Northside of Judge Rd goes from Conway Lakes Dr going west to the corner of Daetwyler Dr on the west side going south to Warren Park Rd.
Daetwyler Drive and McCoy Road ROW	Westside of Daetwyler Dr ROW from the Sunoco gas station going south to McCoy Rd and west on Mccoy Rd northside ROW to Via Flora. There is a small triangle section on the east side of Daetwyler Dr at McCoy Rd.
Wilkes Avenue ROW	A small strip of land at the west end of Wilkes Ave and Woodbine Dr.
Hoffner Ave and LaBelle Street / Wilkes Avenue ROW	Small triangle is located at the corner of Hoffner Ave, LaBelle St, and Wilkes Ave.
Hoffner Ave (westside) ROW	Starting at LaBelle St. - The entire ROW on the southside of Hoffner Ave. all the way to the Hoffner Bridge.
Hoffner Ave (eastside) ROW	Starting on the eastside of the bridge, the entire ROW on both the North and Southside of Hoffner Ave to the end of the brick wall on the north and south sides
Windsor Place Ponds	Rothbury Dr-enter between 3654 and 3660 Rothbury Dr. Chiswick Cir-enter between 5272 and 5278 Chiswick Cir.

General Conditions

Section 00700

ARTICLE 1- PRIOR TO START OF SERVICES

- 1.1 CONTRACTOR shall start to perform the work on the date when the contract time commences to run.
- 1.2 A pre-START meeting will be held immediately prior to the time the contract commences to run. The selected contractor will meet with City officials at this time to discuss the order of maintenance and exchange contact information.

ARTICLE 2- CONTRACTOR'S RESPONSIBILITIES

- 2.1 CONTRACTOR shall supervise and direct the work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the work in accordance with the contract documents. CONTRACTOR shall be solely responsible for the means, methods, techniques, sequences, and construction procedures. CONTRACTOR shall ensure that the finished work complies accurately with the contract documents.
- 2.2 The CONTRACTOR shall keep a competent resident superintendent on the job site at all times during its progress, who shall not be replaced without written notice to OWNER except under extraordinary circumstances. The superintendent will be the CONTRACTOR's representative at the site and shall have the authority to act on behalf of the CONTRACTOR.
- 2.3 The CONTRACTOR shall submit with his Bid in writing the names, mailing addresses, and work items to be completed by all Subcontractors proposed for the work. List all proposed Subcontractors for the work to ensure the Bid is accepted as complete.
- 2.4 The CONTRACTOR shall be fully responsible for all acts and omissions of his Subcontractors and persons and organizations directly or indirectly employed by them. Nothing in the contract documents shall create any contractual relationship between OWNER and Subcontractor, nor shall it create any obligation on the part of the OWNER to pay or to see to the payment of any money due any Subcontractor or other organization, except as required by law.
- 2.5 The CONTRACTOR shall always exercise precautions to protect all persons, including employees and property. The CONTRACTOR shall comply with all laws, regulations, or ordinances related to safety and health. The OWNER may order work to be stopped if conditions present an immediate danger to persons or property. A stoppage of work stipulated by the OWNER due to safety concerns will not constitute grounds for a contract time extension to complete the work.
- 2.6 The OWNER and its agents, employees, and officials, elected and appointed, shall be indemnified and held harmless by the CONTRACTOR from any and all claims resulting in liabilities, damages, losses, and costs. Additionally, the OWNER expressly retains all rights, benefits, privileges, and immunities provided to municipalities by Sovereign Immunity. The CONTRACTOR agrees to pay the cost of the OWNER's legal defense, as may be selected by the OWNER, for all claims described in this paragraph.

- 2.7 The contract price may only be changed by a Change Order. Any claim for an increase in the Contract Price shall be based on written notice delivered to the OWNER within fifteen days after the occurrence of the event giving rise to the claim.
- 2.8 The CONTRACTOR is responsible for all maintenance of traffic as required to route traffic through the work area safely. If a road must be closed to through traffic, the CONTRACTOR shall notify the OWNER and submit the maintenance of the traffic plan for approval before the actual closing.

ARTICLE 3- OWNER'S RESPONSIBILITIES

- 3.1 The OWNER will have the authority to disapprove or reject work that is defective and will also have the authority to require special inspection or testing of the work, whether or not the work is fabricated, installed, or completed.
- 3.2 The OWNER may, at any time, order deletions, additions, or revisions in the work; these will be authorized by written Change Orders. If any change order causes an increase or decrease in the contract price or an extension or shortening of the contract time, an equitable adjustment will be made as provided.
- 3.3 If the work is defective, or CONTRACTOR fails to supply sufficient skilled workmen or suitable materials or equipment, OWNER may order CONTRACTOR to stop the work until the cause of such order has been eliminated.
- 3.4 If the work is defective, or the CONTRACTOR fails to supply sufficient skilled workmen or suitable materials or equipment, the OWNER may do the work and deduct any and all costs to do the work from the next invoice.
- 3.5 The OWNER will make a final inspection and will notify the CONTRACTOR in writing of all particulars in which this inspection reveals that the work is incomplete or defective. After the CONTRACTOR has completed all such corrections to the satisfaction of the OWNER, the CONTRACTOR can make an application for final payment.
- 3.6 The OWNER may terminate the CONTRACTOR if the CONTRACTOR is adjudged bankrupt; repeatedly fails to supply sufficient skilled workers or suitable materials and equipment; repeatedly fails to make prompt payments to subcontractors; violates any laws; disregards the authority of the OWNER.

ARTICLE 4 - INSURANCE REQUIREMENTS

- 4.1 The CONTRACTOR shall purchase and maintain for the entire life of the project, until its final acceptance by the City, such insurance as will protect the CONTRACTOR from claims under Worker Compensation, disability benefit; from claims for damages due to bodily injury, disease or death; from claims insured by usual and unusual liability coverage and from claims insured by usual Commercial General Liability coverage. This includes loss of use resulting therefrom, any or all of which may arise out of the CONTRACTOR's operations, be by the CONTRACTOR, subcontractor, or by anyone employed by any of them.
- 4.2 These certificates and policies shall contain a provision that the coverage will not be canceled, non-renewed, or materially changed until at least sixty (60) days prior written notice of such change has been given to the City. The contractor will be required to replace any expired or canceled policies in like amount to the City's satisfaction. The Certificate of Insurance shall be the ACORD FORM 25-S (7/90), or its successor form, and shall be part of the contract documents.
- 4.3 The City shall be listed as a named insured on all insurance policies and certificates thereof.
- 4.4 The insurance required herein shall be written for not less than the limits of liability specified below based on the bid total of an annual contract (i.e., cost per service of all areas times the number of services in a year) or as required by law, whichever is greater, and shall include the following:
- (a) Workers Compensation Insurance shall be written for not less than any limits for the State of Florida with Coverage B - Employer's Liability limits of not less than:
 - \$100,000 Each Accident Bodily Injury by Accident
 - \$100,000 Each Employee Bodily Injury by Disease
 - \$500,000 Policy Limit Bodily Injury by Disease
 - (b) Commercial General Liability Insurance shall be written on a coverage form as broad as Insurance Services Office (ISO) Form CG 00 01 11 88 or its successor form, including but not limited to the following coverage (any deviation shall be noted on the Certificates of Insurance):
 - Premises and Operations
 - Owners & Contractors Protective
 - Products & Completed Operation
 - Explosion, Collapse & Underground Conditions
 - Blanket Contractual Liability
 - Personal Injury Liability
 - Broad Form Property Damage Endorsement, including Completed Operations
 - Independent Contractors
 - Watercraft - Owned and Non-Owned
 - Pollution Liability (if applicable)

Certain coverages outlined above may not be required if they do not relate to the project, as may be determined at the sole discretion of the City. Commercial General Liability Coverage shall be written on an occurrence basis, and the limits shall be no less than the following amounts for all tiers of contractors and subcontractors:

Contract Value	Limits (not less than)
0- \$25,000	\$300,000 Each Occurrence \$300,000 General Aggregate* \$300,000 Aggregate Product & Complete Operation \$25,000 Fire Damage (any one fire)
\$25,001 - \$250,000	\$500,000 Each Occurrence \$1 Million General Aggregate* \$1 Million Aggregate Product & Comp. Operation \$50,000 Fire Damage (any one fire)
\$250,001 -over	\$1 Million Each Occurrence \$1 Million General Aggregate* \$1 Million Aggregate Product & Comp. Operation \$50,000 Fire Damage (any one fire)

**Note: Commercial General Liability Coverage must be purchased on a project basis.*

(c) Automobile Liability Insurance for the operation, use, maintenance, loading, or unloading of automobiles—ISO Symbol 1 (any auto) or a combination of Symbol 2 (owned autos), Symbol 8 (hired autos), and Symbol 9 (non-owned autos).

Contract Value	Limits (not less than)
0- \$25,000	\$300,000 Combined Single Limit
\$25,001 - \$250,000	\$500,000 Combined Single Limit
\$250,001 -over	\$1 Million Combined Single Limit

ARTICLE 5- TERMINATION / CANCELLATION OF CONTRACT

5.1 General

- A. Termination or cancellation of the contract will not relieve the bidder of any obligations for any deliverables entered into prior to the termination of the contract (i.e., reports, statements of accounts, etc., required and not received).
- B. Termination or cancellation of the contract will not relieve the bidder of any obligations or liabilities resulting from any acts committed by the bidder prior to the termination of the contract.
- C. The bidder may cancel the resulting contract with ninety (90) days' written notice to the City. Failure to give said notice may result in the vendor being barred from bidding on future City Contracts.

5.2 Termination for Default

- A. The City shall notify, in writing, the bidder of deficiencies or default in the performance of its duties under the Contract, and the bidder shall have five (5) calendar days to correct same. Failure of the bidder to remedy said specified items of deficiency or default in the notice by the decision of the (City Manager or the City Manager's designee) within five (5) calendar days of receipt of such notice of such decisions, shall result in the termination of the contract, and the City shall be relieved of any and all responsibilities and liabilities under the terms and provisions of the Contract. In such event, the bidder shall have the right to seek a judicial review of such action within thirty (30) calendar days of same. Bidder shall not be found in default for events arising due to acts of God.

5.3 Termination for City's Convenience

- A. The performance of work under this contract may be terminated in accordance with this clause in whole or from the time in part whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected by the delivery to the bidder of a Notice of Termination specifying the extent to which the performance of work under the contract is terminated and the date upon which such termination becomes effective. Upon such termination for convenience, the bidder shall be entitled to payment, in accordance with the payment provisions, for services rendered up to the termination date, and the City shall have no other obligations to the bidder. Bidder shall be obligated to continue the performance of contract services, in accordance with this contract, until the termination date and shall have no further obligation to perform services after the termination date.

ARTICLE 6- PAYMENT

- A. The City will remit full payment on all undisputed invoices within thirty (30) days from receipt by the appropriate person(s) (to be designated at the time of contract) of the invoice(s) and proof of acceptance of all services ordered. As consideration for the Contractor's satisfactorily performing the Scope of Services set forth in the solicitation and complying with other terms of the resulting Purchase Order or Price Agreement, the City shall pay the Contractor according to the tasks identified in the Scope of Work. Furthermore, Contractor invoices shall be submitted or paid once acceptance from the Project Manager has been received by the Contractor. The Project Manager's acceptance notification shall be attached to the Contractor's invoice.

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Scope of Work and Responsibilities

Section 01100

1.0 SCOPE OF WORK

- A. The Contractor shall provide all labor, materials, and equipment to meet all requirements and specifications while under contract with the City of Belle Isle.
- B. **Service will be on four (4) cuts per month from April through November, with a maximum of seven (7) days between cuts. Should a Contractor exceed the seven (7) day maximum, the City shall charge the Contractor the actual cost of the Contractor's costs per cut or the cost to have the City or another Contractor provide the service, whichever is greater. Exceptions to this policy may be made for circumstances beyond the control of the Contractor, such as uninterrupted rain. Service shall be provided once per month, with a minimum of fourteen days (14) between cuts, during the months of December through March. At no time will the common areas be allowed to become overgrown or not be mowed within the appropriate time period and become less than satisfactory to the area inspector. Cutting height on the mowing machinery should be adjusted to maintain the uniform height of three inches (3") to three and one-half inches (3 1/2 "). The Project Manager shall approve any deviations in writing.**
- C. Locations with security fences open only during normal operating hours must be serviced during these hours.
- D. The City shall notify the Contractor of any events where and when the Contractor shall not service a particular site.
- E. **Damage to public and private property—The Contractor shall take extreme care to safeguard and protect against existing facilities, site amenities, sprinkler systems, windows, vehicles, and personnel on and around the job site. Any damage caused by the contractor to public and/or private property shall be the contractor's responsibility, and the contractor shall pay for said damages at no cost or obligation to the City of Belle Isle.**
- F. The Contractor shall work closely with the public works director and public works foreman for each site at all times.
- G. **Non-conformance—Nonconformance to the specifications contained herein has specific monetary consequences. Payment will not be made for services that do not comply 100% with the bid specifications. Failure by a contractor to perform the quality of work required under this Bid shall be grounds for termination of the resulting contract.**

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1.1 CONTRACTOR'S RESPONSIBILITIES

A. **Site Preparation** - Prior to servicing any location, all trash, including, but not limited to, paper, bottles, cans, branches, limbs, palm fronds, rocks, etc., shall be picked up and removed from the service area. All leaves and pine needles on the sidewalks, driveways, parking areas, and roadways shall be blown on the grass and mulched during mowing.

B. **Mowing** - The Mower shall be equipped with mulching blades and shall be kept sharp to ensure a smooth, clean cut of grass blades. All litter that may be cut up and/or discharged by the mower must be removed prior to mowing. Grass clipping shall not be bagged, they are to be mulched and left. Mulched grass clippings shall be evenly spread, with no piles of grass left. Grass clippings shall not be blown into landscaped beds, sidewalks, or roadways. All turf areas shall be mowed to maintain an attractive appearance at all times. Grass will be cut to the height specified elsewhere in this solicitation. Mowing shall be done to prevent any damage to existing turf. Any lawn areas damaged by the contractor shall be restored at the contractor's expense. Mowing next to buildings shall be far enough away to prevent scraping of the mower against the building. Refer to the University of Florida Extension Service brochures for detailed lawn maintenance specifications.

- ENH-5 Maintenance of St. Augustine grass Lawns
- OH-19 Bermuda grasses for Florida Lawns
- OH-77 Bahia grass Lawn Maintenance Calendar

C. **Weeding**- Removal of all weeds from the landscaped areas and external planters shall be accomplished by hand for each service. Remove all vines growing on other vegetation, such as bushes, trees, etc. Weeds are defined as any vegetation growth that is present that has not been planted for the specific purpose of landscaping. All storm drain areas shall be kept free of weeds and miscellaneous debris. Bedded areas shall be kept free of weeds and grass clippings by appropriate means. Weed eating around trees shall be done as required, with care not to damage the city's property.

D. **Edging**- All sidewalks, landscaping beds, curbs, driveways, parking areas, and asphalt roadways shall be edged every time an area is serviced. All walkways, dumpster pads, curbs, asphalt roadways, and streets shall be edged mechanically to maintain a uniform appearance during the growing season. All clippings shall be blown off curbs and walkways. Extreme care shall be taken not to blow clippings and lawn debris into the waterways, landscaped beds, or roadways. Edging of all plant beds shall be done in order to maintain a uniform appearance during the growing season.

E. **Trimming** - Trim around the perimeter of all buildings, structures, posts, signs, fences, or other objects every time an area is serviced. Trim all tree branches to a height of eight (8) feet above the ground over all sidewalks, walkways, and parking areas in parking lots and roadways. Trim and remove all dead fronds from palm trees. Plants, trees, and shrubs located at intersections and parking lot accesses shall be trimmed in accordance with Department of Transportation, Sight Distance at Intersections Standards. All trimmings shall be picked up and removed from the property.

F. Landscaped Area Weeding - All landscaped areas shall have trash, including but not limited to cigarette butts, litter, foreign growth, limbs, branches, and dead plants, removed by hand every time the location is serviced. Remove all vines. All trash material may be placed in the location dumpster only; all vegetation material shall be removed from the property and disposed of in accordance with Federal, State, and Local laws.

G. Landscaped Area Trimming—All landscaped area plants shall be trimmed monthly. Trimming should maintain the growth pattern of existing plants and prevent growth beyond the boundaries of the planted area onto sidewalks, roadways, and parking areas. All trimmings shall be picked up and removed from the property.

H. Fences—Trim along the base of all fences. Remove vines and other vegetation from all fences. Herbicides may be used only in areas approved personally by the City Manager or Public Works Director to prevent vegetation growth on fence lines. All trimmings shall be picked up and removed from the property.

I. Exterior Planters - Remove all weeds from planters and trim plants to maintain a neat, professional appearance.

J. Clean Up—All trimmings shall be picked up and removed from the property. Blow all walkways, cement areas, roadways, and parking areas clean of vegetation. Normal debris generated in the regular service shall be hauled from the site and included in the bid proposal price. All debris removed from all locations shall be disposed of in a licensed landfill in accordance with local, state, and federal regulations.

K. Herbicide—Defoliant, herbicide, or growth retardant shall not be used in any landscaped area at any time or in other areas without prior written approval by the City Manager or Public Works Director. Herbicides can be used to prevent growth in walkways, parking areas, fences, and hard surface areas only if approved personally by the City Manager or Public Works Director. The fenced areas around A/C units shall be treated with herbicide to prevent vegetation growth. Treat walkways, curb areas, and parking areas to prevent growth in cracks and expansion joints.

L. Pruning - All plants shall be pruned or sheared as required for proper bud development and foliage growth. Pruning of all woody ornamentals and tree branches less than eight (8) feet in height to balance infiltrating light, remove dead wood, and promote maximum health and growth shall be done as required.

M. Leaf removal - All leaves shall be picked up from parking lot areas, sidewalks, and cement areas and removed from the location.

N. On-site meetings shall be scheduled on an as-required basis as determined by the City and/or City Manager or Public Works Director.

O. Appropriately dressed employees shall professionally perform all work. Uniforms that identify the Contractor's firm shall be worn at all times. Appropriate safety equipment shall be available and worn by every employee.

P. The Contractor shall bid on every site within the specified zone. The award will be made by zone total.

Q. The City reserves the right to add or delete sites within this zone. Any requirement for adding additional sites may be negotiated with the successful respondent without going through the bid process as long as the City and the successful respondent come to terms on a fair price based on other similar sites.

R. The next day, after all the work has been completed at all the service locations, the Contractor will send a representative to meet with the owner's staff and visit each location. Both parties will sign off on the inspection sheet to approve or deny the performed work. Upon the owner's inspection with the Contractor's representative, the City will notify the contractor in writing of all particulars in which the inspection reveals that the work is incomplete or defective. The Contractor will have five (5) days to make the needed corrections. Both the City and the contractor will agree on the time to meet.

S. Payment will only be made for services that comply 100% with the bid specifications. The contractor's invoices shall not be submitted or paid until the Contractor has received acceptance from the City that the work has been satisfactorily performed as specified in the contract. All locations not brought back into compliance shall be documented for non-performance as per Section 1.0, letter G. To comply with the communication requirements for this project, the successful vendor shall have a computer with Microsoft Word, a fax machine, and access to an e-mail account.

T. Vehicles shall have the company name and phone number on each side, legible from a distance of fifty (50) feet.

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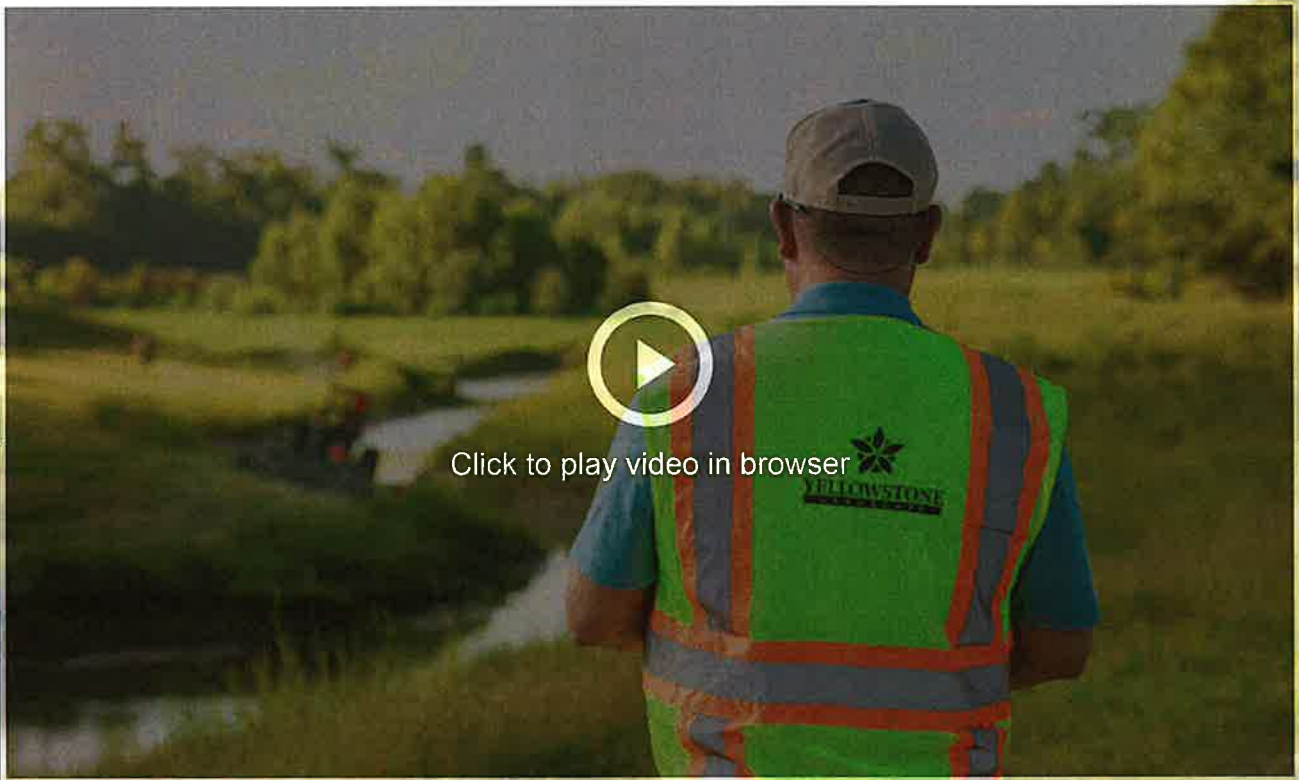
Listing of Equipment

Below is a summary listing of fleet vehicles and major equipment that will be utilized for City of Belle Isle

- (1) Crew Trucks
- (1) Dump Trucks
- (1) 16' Trailers
- (2) 60" Zero-turn Riding Mowers
 - (1) 52" Standard Mowers
 - (1) 36" Standard Mowers
- (2) Backpack Blowers
 - (2) Edgers
- (2) String Trimmers
- (1) Hedge Trimmers
 - (1) Pole Saws
 - (1) Gators

ABOUT YELLOWSTONE LANDSCAPE

Your property's appearance means a lot. It has the power to delight visitors, tenants, residents, customers, and more. Your choice of landscape service partner can mean reduced liability, better profits, and lasting impressions. There's a lot on the line. This is serious business. You have people to answer to and it's our job to make you and your property look its absolute best. We're in this together.



To look your best, it takes a strong team of commercial landscaping experts. Since 2008, our company has grown because of our team's commitment to excellence. Thousands of companies and organizations across the country have trusted us. We don't take that lightly. They deserve the best and so do you. We wouldn't offer anything less.

Your choice in the best commercial landscaping company could be the difference between a property that reflects excellence or one that falls short of your expectations and needs. When you're investing in professional services, you deserve to get the best. By making the wise choice, that's exactly what you can count on.

“ You will be hard-pressed to find a better landscape maintenance company than Yellowstone Landscape. Being a relatively new community, we were in need of a reliable, trusting, "one-stop shop" company that could handle our turf, flower beds, trees, and irrigation maintenance needs; and we found that in Yellowstone.

Mike Vaccaro
President/Secretary
Clover Creek Community



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Capabilities Statement

Commercial Landscaping Services



CORPORATE OVERVIEW

Yellowstone Landscape began in 2008 with the unification of established, independently successful regional landscape companies. Since then, we've been linked by a common goal to better serve our clients, sharing decades of experience in landscape maintenance, landscape design and installation, tree care, irrigation, and snow & ice management services.

As the landscape industry's largest privately held company, we are proud to serve more than three thousand client properties from over 50 local branch facilities, across the South, Southwest, and Midwest.

We offer a uniquely comprehensive suite of services and expertise, allowing us to partner with our clients at any stage in their landscape's life cycle. From a landscape design idea on a computer screen, to a mature and thriving landscape in the ground, Yellowstone Landscape is the only commercial landscaping partner you'll ever need.

COMPANY DATA

Business Entity Name: Yellowstone Landscape - Southeast LLC
Headquarters Address: 3235 N State St, Bunnell, FL 32110
FEI/EIN Number: 20-2993503
Incorporation Date: 01.28.2008 (Delaware)

SERVICES OFFERED



Landscape Maintenance



Landscape Enhancements



Landscape Installation



Commercial Tree Care



Irrigation & Water Management



Snow & Ice Management

Our Place in Our Industry



2021 RANK	COMPANY	2020 RANK	2020 REVENUE	HEADQUARTERS	EMPLOYEES	% CHANGE FROM 2019	% CHANGE EXPECTED FOR 2021
1	BrightView Landscapes	1	\$2,348,000,000	Thee Ball, Pa.	21,000	-3%	N/A
2	TruGreen	2	\$1,408,000,000	Memphis, Tenn.	13,570	1%	N/A
3	The Davey Tree Expert Co.	3	\$1,267,852,000	Kent, Ohio	18,300	13%	5%
4	Yellowstone Landscape	5	\$358,000,000	Bunnell, Fla.	4,270	34%	10%
5	Barlett Tree Experts	4	\$352,000,000	Stamford, Conn.	2,200	8%	7%
6	Gorham Landscape	6	\$230,000,000	Valencia, Calif.	2,500	0%	9%
7	Outwerks Group	8	\$225,191,000	Westbury, N.Y.	4,299	8%	12%
8	Ruppert Landscape	7	\$213,165,000	Laytonville, Md.	1,820	2%	18%
9	Weed Man	8	\$212,928,856	Groves, Ontario	3,569	14%	9%
10	LandCare	10	\$208,000,000	Frederick, Md.	3,530	12%	15%
11	Divisions Maintenance Group	9	\$184,961,302	Newport, Ky.	457	31%	8%
12	Heartland	14th	\$184,000,000	Kansas City, Mo.	2,100	19%	4%
13	SavAire	13	\$182,500,000	Bedford Hills, N.Y.	1,430	4%	6%
14 (T)	Park West	11	\$180,000,000	Rancho Santa Margarita, Calif.	1,600	-3%	
14 (T)	U.S. Lawnz	12	\$180,000,000	Orlando, Fla.	2,433	N/A	
16	Lawn Doctor	16	\$182,000,000	Holmdel, N.J.	2,000	12%	



Each year the lawn and landscape industry’s leading trade publications rank the largest firms in lawn care, tree care, and landscaping services. Among the largest “green industry” companies in North America, **Yellowstone Landscape** is pleased to have been in the top 10 for each of the past four previous years.

We attribute our tremendous growth and staying power at the top of our industry to two very important groups of people. First, to the thousands of customers, and the properties and projects they allow us to create and maintain for them.

Second, to the more than four thousand **Yellowstone Landscape Professionals** who wear our uniform and take care of the valuable relationships we’ve built with our clients.

Without the trust of our customers or the dedication of our employees **Yellowstone Landscape** would not exist as it is today.

As we look forward to continued opportunities to serve new clients and to bring more talented individuals into our company, we vow to never lose sight of the people who made us one of our industry’s most successful and respected firms.



Trusted by Clients Across the Country



Yellowstone Landscape serves our clients from local branch locations across the South, Southwest, and Midwest United States.

Our talented Landscape Professionals are experts in their local areas, delivering excellence in commercial landscape maintenance, installations and enhancements, tree care, and snow & ice services.

These local operating teams are supported by the collective strength of a national leader in commercial landscaping services.

And we empower our local leadership to make decisions in the best interest of our clients and their properties. No excuses, no calling headquarters for approval, no corporate red tape. Just do what's right.

Working safely. Providing great service to our clients. Taking pride in our work. Building lasting partnerships with our clients.

That's how we've become the trusted commercial landscaping partner of choice to our valued clients across the country.

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Committed to Safety



Yellowstone Landscape has made safety our number one priority. We know that we are equally responsible for the safety of our employees, and our clients' residents, employees, guests and their property.

Our commitment to safety includes providing a safe, healthy work environment, kept free from hazards. Whether starting or ending the day at one of our branch locations, traveling over the area's roadways, or at a client's work site, all Yellowstone Landscape employees are trained to behave professionally and remain alert to all potential safety hazards they may encounter.

Our Commitment to Safety includes:

- New Employee Training on Safe Operating Procedures
- Strict Compliance to All OSHA Regulations
- Weekly Tailgate Talks Conducted with All Field Service Teams
- Annual Safety Rodeos with Industry Safety Experts
- Dedicated Safety Officers in Each Branch Location
- Mandatory Use of Appropriate Personal Protective Equipment (PPE) at All Times

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Our Fleet Vehicles and Equipment



Yellowstone Landscape takes great pride in the maintenance our fleet vehicles and the specialized service equipment and tools we use. Our branch locations employ dedicated mechanics, experienced in working with the equipment we use. Their sole responsibility to keep our fleet and equipment in good working order, many times working overnight to keep equipment in service during the day.

We know how important it is that our service teams have the tools they need to get their jobs done. That's why we strive to keep all our vehicles and equipment in good repair, appearance, and in sanitary clean condition at all times.

All vehicles are appropriately registered and insured, clearly marked with our company identification, regularly inspected for safety and cleanliness, and only operated by licensed, approved drivers.

Our Company Owned Fleet Vehicle and Equipment Listing Includes:

- Over 1000 Trucks, Vans and Utility Vehicles
- Wide Area Mowing Tractors
- Tree Care Trucks with Trailer Chippers
- Assorted Heavy Duty Caterpillar Equipment
- Motorized Work Carts
- Open Bed and Enclosed Trailers
- Motorized Edgers and Trimmers

Environmental Stewardship



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b.



As a leader in the landscaping industry we have an added responsibility to be good stewards of our natural resources. We also understand that many clients have become keenly aware of the need to reduce their environmental impact.

Our initiatives toward responsible environmental stewardship include:

Integrated Pest Management: IPM Programs use a combination management tools to create an environment where it is less likely that the pest will return.

Innovation Irrigation: This includes smart controllers, rain sensors, micro irrigation

and drip irrigation to eliminate water waste, integrating recycled water intakes where natural sources are available.

Reducing Carbon Emissions: EFI equipment used by our service personnel reduces our fuel consumption by 25% compared with traditional outdoor power equipment.

Organic Options: We offer organic alternatives to all traditional management solutions.

Drought-Tolerant Plants & Trees: Installing the right plant material for your property's environment reduces the water consumption necessary for your plants and trees to thrive.

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Our Technology at Work for You



Technology in the landscape industry is rapidly evolving. Yellowstone Landscape is taking advantage of this innovation to improve our communication, tracking, and billing systems, allowing us to offer more efficient service visits and faster response times for our clients.

Over a decade ago, we began issuing smart phones to all our field service supervisors and technical specialists, but as new products have come to market, Yellowstone has continued to improve our technological capabilities.

All Yellowstone Landscape fleet vehicles are equipped with GPS tracking devices, enabling us to see where our vehicles are at any given time,

and how long our service crews spend at each property. GPS tracking also enables our Safety teams to make sure our drivers are obeying speed limits and traffic laws.

In addition to field level improvements, Yellowstone continues to lead the industry with real time reporting on costs and labor utilization, enabling us to produce monthly service billings at **greater than 99% accuracy**. We even integrate with most major accounting systems, to help you automate your procurement system's payment processes.

We will remain technological leaders in our industry and as technology improves, so will we.

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Irrigation Installation & Management



There is **nothing more essential to the success of your landscape** than regular access to the right amount of water.

Commercial irrigation systems are sophisticated technology that require special certification to install and operate.

Our Irrigation Installation and Management Professionals are **experts in all major commercial irrigation systems**. From older systems in need of frequent repairs and updates, to the most modern and innovative water-wise systems available, our Irrigation Teams are **dedicated to protecting your valuable water resources**. Once installed, we always adhere

to local ordinances governing water use and have implemented the principles of the leading industry groups. These **guidelines govern how we design, install, and maintain your irrigation system**.

Professional irrigation management is an essential service to eliminate waste in your water consumption and reduce your water usage.

Yellowstone Landscape provides you with the most experienced team of Irrigation Professionals in the industry.

Seasonal Color Installations



If you want to make a big impact and create dramatic curb appeal for your community or commercial property, there is no better way than a professionally designed seasonal color display.

Our landscape designers and color bed installation experts will “bring the wow” to your entrances and feature areas with stunning seasonal color displays using only the highest quality, locally sourced plant materials.

Your color bed installations begin with a custom design proposal tailored to your preferences, incorporating seasonally appropriate flowers. We begin with bed preparation, the most critical part of the installation process, removing the

previous rotation’s plants and groundcover materials, bedline trenching, tilling of the soil and adding high quality fertilizers as needed.

We recommend installations with tighter spacing to create more vibrant color and instant impact. As conditions warrant, we can provide hand-watering and additional fertilization of seasonal flowers to promote healthy growth and prolong bloom times.

Regular maintenance of your seasonal color installation during service visits includes removal of withering plants and monitoring of the soil quality and checking that the plants’ watering requirements are being met.

Landscape Design



YELLOWSTONE
LANDSCAPE



You need your landscape to look its best, but you're not quite sure where to get started.

Whether you need a landscape design plan for a new development or just want to enhance a few feature areas in your existing landscape, our Landscape Designers are ready to help you see your landscape's full potential.

Our Designers are specially trained, creative professionals. They're knowledgeable about all the latest concepts in landscape design and they're also familiar with your area's local plant materials. This ensures that what they select to plant will thrive once it's in the ground.

The last thing you want is to invest in a landscape installation project, only to see the plants fail within the first year.

Working with a Landscape Designer starts with a meeting to find out what your goals are for your project. They'll create **photo renderings** so you can actually see what your new landscape will look like, before it's planted. You'll be a part of the process from beginning to end.

And best of all, we offer Landscape Design as a complimentary service to current Landscape Maintenance clients when we install your landscape enhancement.

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Principal Officers



b.

YELLOWSTONE
LANDSCAPE

Our Leadership Team is committed to making Yellowstone Landscape the premier commercial landscape service company in the United States. We bring that excellence to bear on behalf of our clients through industry-leading investments in safety, training, and information systems.



Harry Lamberton was named President and CEO of Yellowstone Landscape in May of 2023, after joining Yellowstone in January of 2022 as President. As CEO, Harry leads and drives Yellowstone's strategy, continued growth, quality service, focus on safety, and maintaining a great place to work for all employees, applying expertise gained from over 20 years of leading environmental and sustainability businesses at Waste Management. Harry continues to be active in broadly supporting sustainability and the environment by serving on the Conference Board's Global Sustainability Centre's Advisory Board, the Board of Directors of the Sustainability Institute at the University of New Hampshire and the Board of Directors of Friends of the Chicago River. Harry holds a BA from the University of New Hampshire and an MBA from the Goizueta School of Business at Emory University.



Timothy (Timo) Sherman serves as Chief Financial Officer of Yellowstone Landscape with oversight over all Finance, Accounting, IT, and Procurement functions. He has led the financial analysis team since 2018, focusing on excellence in planning, forecasting, budgeting, analysis, acquisition planning, due diligence, closing and initial integration management, and any other areas requiring financial evaluation and insight. He first worked in landscaping as a construction project manager, then account manager and branch manager for Cornerstone Landscape, which was acquired by Yellowstone in 2012. Timo holds a BS from the Fisher School of Accounting at the University of Florida and an MBA from Jacksonville University and has experience in Staff and Cost Accounting.



Tim Portland has led Yellowstone Landscape to record safety, customer satisfaction, growth, and overall business performance since joining the company in 2012 as CEO. In May of 2023, he moved to Executive Chairman, where he is highly active and engaged within the company and supporting the company's executive leadership. Prior to joining Yellowstone, Tim was the CEO of United Subcontractors, a leading installer of building products. Over a ten-year period, he was the President of several divisions of Scotts Miracle-Gro, including the Ortho and Roundup brands, Scotts LawnService, and Scott's International Professional business. Tim holds an MBA from the University of Virginia's Darden Business School and an undergraduate degree from Dartmouth College.



Jim Herth became Yellowstone Landscape's Vice President of Business Development in 2014, after joining the company in 2011 as a Branch Manager. "Coach" Jim is responsible for Yellowstone's industry-leading sales team, a critical component of Yellowstone's superior growth and track record with customers. A twenty-five-year industry veteran with a track record of managing multiple branches, delighting customers, and delivering profitable growth, Jim is a licensed Arborist and holds a Bachelor's degree from Siena Heights University.

Brian Wester, *Regional Vice President*

	<p>As the Regional Vice President of Yellowstone Landscape, Brian is responsible for overseeing the region's daily operations. Having played a key role in establishing the Central Florida district of the company, he previously managed the district from 2004 until 2010, when he assumed his present role leading the Southern region.</p>
Education	<p><i>University of Florida</i>, Gainesville, FL Master of Business Administration</p> <p><i>University of Phoenix</i>, Phoenix, AZ Bachelor of Science, Business and Finance Major</p> <p><i>Lake City Community College</i>, Lake City, FL Associate of Science, Golf Course Operations</p>
Relevant Experience	<p><i>Regional Vice President</i>, Yellowstone Landscape – Jacksonville FL 2011 - present Responsible for all landscape operations within the Yellowstone Landscape Southern region, including Florida, Georgia, and South Carolina. Oversees all branch operations and employees, builds operational strategies that improve company-wide quality, and manages operations training and leads continuous improvement efforts.</p> <p><i>District Manager</i>, Austin Outdoor, LLC – Orlando, FL 2003-2010 Responsible for landscape construction and maintenance operations, worked with all plans, blueprints, and specifications for each project, hired and coordinated construction crews, balanced the workload and materials for each project, maintained up-to-date roster of all personnel and job activities, identified equipment and resources needed for each project, assured preventative maintenance on all equipment, conducted regular inspections of in-progress projects, and identified training needed for personnel.</p>

Josh Cochran, *Branch Manager*

	<p>As the branch manager of our Orlando-North branch, Josh is responsible for overseeing the location’s current and upcoming projects. He coordinates operations, which includes personnel, equipment, safety regulations, plant material and other resources. He works with each project to maintain the highest quality projects and services.</p> <p>Josh brings several years of green industry experience to the Orlando-North location of Yellowstone Landscape.</p>
Education	<p><i>Seminole State College</i>, Sanford, FL Associate of Science, Drafting and Design, CAD Specialization</p>
Relevant Experience	<p><i>Branch Manager</i>, Yellowstone Landscape – Orlando, FL 2019 - present Responsible for landscape maintenance and installation operations, works with all plans and specifications for each project and has extensive knowledge of the budget and service expectations, hires and coordinates landscape management crews, balances the workload and materials needed for each project, maintains up-to-date roster of all personnel and job activities, identifies equipment and resources needed for each project, assures that preventive maintenance is performed on all equipment, and conducts regular inspections of in-progress projects.</p> <p><i>Operations Manager</i>, Yellowstone Landscape– Orlando, FL 2015-2017 Responsible for landscape maintenance and installation operations, scheduled crews routes for entire branch, interviewed and hired all employees, worked with mechanic to ensure all equipment remained in servable and working manner, identified training needed for personnel, and worked with Safety team to ensure all safety guidelines and standards were being followed.</p> <p><i>Senior Account Manager</i>, Yellowstone Landscape- Orlando, FL 2017-2018 Arranges, schedules, and directs daily landscape services, ensures peak</p>

Josh Cochran, *Branch Manager*

efficiency of each project, ensures delivery of high-quality projects and services to clients, establishes long-term relationships with clients, identifies opportunities to enhance client properties, conducts field-safety training and encourages safety procedures, conducts ongoing operation training, and maintains regular communications with clients.

Route Manager, TruGreen– Orlando, FL
2009-2014

Applied fertilization, herbicide, insecticide, and fungicide on all properties in accordance with the State of Florida Department of Agriculture and Florida Best Management Practices standards, gained extensive knowledge of how plants and turf grasses grow and what they need in order to thrive in the Central Florida climate.

Operations Manager, Kelli Green Landscape– Casselberry, FL
2005-2009

Oversaw all payroll and employee issues, created routes for multiple landscape maintenance crews, worked directly with owner and gained knowledge on company finances and how to better understand how a business is ran.

Lathan Smith, Account Manager

	<p>As an Account Manager of Yellowstone Landscape, Lathan is responsible for coordinating, implementing, and maintaining landscape maintenance and installation projects and keeping clients updated on properties and projects.</p>
<p>Education and Certifications</p>	<p><i>University of Central Florida</i>, Orlando, FL Business Management <i>South Florida Community College</i>, Avon Park, FL Associate in Arts</p>
<p>Relevant Experience</p>	<p><i>Account Manager</i>, Yellowstone Landscape – Orlando, FL 2019-present Planning and scheduling field operations, management mow and detail crews, communicating with clients, selling enhancement services, assisting in training and employee development, ensuring a safe work environment for employees. Experience in HOA, resort, and CDD landscaping.</p> <p><i>Landscape Department Manager</i>, SiteOne Landscape Supply – Orlando, FL 2002-2019 Maintained inventory, stocking, and assisting customers in correcting problems in their landscape, trained in horticulture and agronomics for commercial and residential properties, gained extensive knowledge of plants and turf grasses and what they need in order to thrive in Central Florida.</p> <p><i>Operations Manager</i>, Jerry Davis Landscaping – Orlando, FL 1998-2002 Managed maintenance routes and scheduling, worked with upper management to ensure complete care of customer needs, managed multiple job sites and crews, and over saw completion of work weekly.</p>



References

Project Name: Sun Rail Stations, Libraries, Osceola County (contract over \$450k)
 Client Since: 2019
 Services Provided: Landscape Maintenance and Landscape Enhancements
 Client Contact Information: Forrest Osborne, *Mowing & Landscaping Supervisor*
 407.908.1843
Forrest.osborne@osceola.org

Project Name: City of Daytona Beach (contract over \$600k)
 Client Since: 2017
 Services Provided: Landscape Design & Installation, Landscape Maintenance
 Client Contact Information: Cordel Dietzig, *Contracts and Renovations Supervisor*
 386.956.8634
Dietzigcordel@codb.us

Project Name: The City of Ormond Beach (contract over \$2.5 million)
 Client Since: 2012
 Services Provided: Landscape Design & Maintenance, Landscape Enhancements, and
 Athletic Field Maintenance of the City's Sports Complexes
 Client Contact Information: Mike Demchak, *Contract Manager*
 386.676.3286
michael.demchak@ormondbeach.org

Project Name: City of Orlando ROW (contract over \$450k)
 Client Since: 2020
 Services Provided: Landscape Maintenance, Landscape Design & Installation
 Client Contact Information: Stephen Bailiff, *Right of Way Supervisor*
 407.246.2494
stephen.bailiff@cityoforlando.net



References

Project Name: Creative Village, City of Orlando (contract over \$300k)
Client Since: 2020
Services Provided: Landscape Maintenance, Landscape Design & Installation
Client Contact Information: Martin Hudson, *Urban Project Manager*
407.246.3242
martin.hudson@cityoforlando.net

Project Name: Stormwater, Ponds, & Ditches, City of Casselberry
(Contract over \$70k)
Client Since: 2021
Services Provided: Landscape Maintenance, Landscape Design & Installation
Client Contact Information: Steve Spencer, *Streets & Stormwater Superintendent*
407.262.7749
Sspencer@casselberry.org

Services for Public Sector Clients



We are proud to serve Public Sector clients across the South, and to be a part of some tremendously successful projects beautifying our local communities. We understand the challenges that local governments and agencies face in managing their public green spaces.

Public parks, trails, and streetscapes create unique opportunities to enrich the lives of your community's residents. Investing in professional landscape services delivers a consistently high-quality appearance, and does so at a lower cost than in-house grounds maintenance services.

Our professional landscaping services offered to Public Sector clients include award-winning

Landscape Design and Installation teams, ready to deliver beautiful landscape enhancements and installations. When we continue to maintain the project for you, we can even extend our normal warranty on installed plant materials.

We'll also work with you to identify any possible liabilities or hazards in your community's public spaces. With services like raising tree canopies and making sure drains are kept clear of debris, our Landscape Professionals partner with you to keep your residents safe from hazards. And, in case of a natural disaster or extreme weather event, our crews will be there to assist with clean up after the storms have passed.

The City of Orlando Rights of Way



YELLOWSTONE
LANDSCAPE



LOCATION
Orlando, FL

CLIENT
The City of Orlando

PROPERTY TYPE
Easements & Rights of Way

SERVICES PROVIDED
Landscape Design
Landscape Enhancement
Landscape Maintenance

The City of Orlando is a world-renowned vacation destination. Known for the area's many tourist attractions and theme parks, the City's approach to their public landscaping standards are consistent with the many famous destinations that millions of tourists come to visit in Central Florida.

The City views its public spaces, roadways, and other elements of the public infrastructure as not only a functional necessity, but also an opportunity to showcase the beauty of the area, acting as gateways to the

destinations that guests have traveled to Orlando to enjoy.

The City of Orlando entrusts Yellowstone Landscape to maintain numerous, high profile sections of the public rights of way and easements, including the areas surrounding Universal Resorts, the American Way hotel district, and the upscale Mall at Millenia. Caring for these very visible parts of the public infrastructure requires heightened safety and careful planning for crews to be onsite servicing at off peak hours.



Creative Village for The City of Orlando

YELLOWSTONE
LANDSCAPE



LOCATION
Orlando, FL

CLIENT
The City of Orlando

PROPERTY TYPE
Mixed Use Development

SERVICES PROVIDED
Landscape Design
Landscape Enhancement
Landscape Maintenance

Creative Village is an Innovation District comprised of 68-acres of land owned by the City of Orlando. The City’s goal for the project is to capitalize on the region’s recent growth as a technology center, and is currently anchored by new construction for Electronic Arts, Valencia College, and the University of Central Florida.

Creative Village’s Phase I development was completed in 2022, representing an approximately \$700 million investment in the area as the future hub of creativity and learning in downtown Orlando.

The project’s landscape master plan is centered around Luminary Green Park, a 2.3-acre park that includes a 1-acre great lawn, feature trellis, and a tree-lined promenade. Future plans for the development include community festivals and events hosted by the park.

Yellowstone Landscape was awarded the initial landscape maintenance and grounds services agreement for Creative Village, largely due to the developer’s desire to see the area’s landscape maintained at a resort-level quality with high attention to detail.



b.

The City of New Smyrna Beach

YELLOWSTONE
LANDSCAPE



LOCATION

New Smyrna Beach, Florida

CLIENT

The City of New Smyrna Beach

PROPERTY TYPE

Local Government

SERVICES PROVIDED

Landscape Maintenance

When *The City of New Smyrna Beach* launched an initiative to promote more tourism to the City, it also requested solicitations from the area's professional landscape firms to improve and maintain the appearance of City rights of way, including major state and county highways.

Yellowstone Landscape was selected to supply these services to the City in 2015 with an initial contract for a 3 year term.

Included in the contract, The City of New Smyrna Beach identified a total of

8 separate areas, including a 2.2 mile, paved multi-use trail, and specified unique maintenance standards for each area, placing special emphasis on the City's gateway areas located just off of the I-95 exit ramps and a major intersection leading to the City's business district.

Since the initial award, Yellowstone Landscape's quality of work has led the City to award additional areas, including the City's highly visible downtown corridor and retail districts.

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The City of Ormond Beach



YELLOWSTONE
LANDSCAPE



LOCATION

Ormond Beach, Florida

CLIENT

The City of Ormond Beach

PROPERTY TYPE

Local Government

SERVICES PROVIDED

- Landscape Design
- Landscape Enhancement
- Landscape Maintenance

The City of Ormond Beach, an upscale community located just north of Daytona Beach, Florida, is home to approximately 40,000 residents, nicknamed “The Birthplace of Speed”.

In 2012, multiple landscape service contracts were consolidated into one partner agreement with Yellowstone Landscape, resulting in a more uniform appearance across the city’s facilities, parks, and rights of way. High profile areas, most frequented by the city’s residents, are detailed each week to maintain their desired

appearance during the community’s active events schedule.

The grounds services agreement also includes irrigation system maintenance and repairs, trash and debris removal at parks and city facilities, maintenance of more than 50 manicured medians, and athletic field maintenance of the City’s sports field complexes.

In 2016, The City’s landscape was recognized by FNGLA, Florida’s state landscaping association, with an Award of Excellence.

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b.

Request for Taxpayer Identification Number and Certification

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

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Yellowstone Landscape - Southeast LLC

2 Business name/disregarded entity name, if different from above
dba Yellowstone Landscape

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

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.) See instructions.
3235 N. State Street, PO BOX 849

6 City, state, and ZIP code
Bunnell, FL 32110

7 List account number(s) here (optional)

Requester's name and address (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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					

or

Employer identification number									
2	0	-	2	9	9	3	5	0	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 for Part II, later.

Sign Here Signature of U.S. person ▶ *Chris Adams* Date ▶ 4/27/21

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/1/2025 3/29/2024

b.

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 Lockton Companies 3280 Peachtree Road NE, Suite #1000 Atlanta GA 30305 (404) 460-3600	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____
INSURED 1528310 Yellowstone Landscape, Inc. and all Subsidiaries See Attached List 3235 N State Street P.O. Box 849 Bunnell FL 32110	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Safety National Casualty Corporation	
	INSURER B: ACE Property and Casualty Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES Main NI COI's **CERTIFICATE NUMBER:** 20448777 **REVISION NUMBER:** XXXXXXXX

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS				
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Pesticide & Herbicide <input checked="" type="checkbox"/> SIR \$250,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER: _____	N	N	GL6676218	4/1/2024	4/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$				
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	CA6676217	4/1/2024	4/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX				
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____	N	N	XOOG72569647 003	4/1/2024	4/1/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX				
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <table style="float: right; margin-left: 20px;"> <tr> <td>Y/N</td> <td></td> </tr> <tr> <td>N</td> <td>N/A</td> </tr> </table>	Y/N		N	N/A		N	LDS4066360	4/1/2024	4/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
Y/N											
N	N/A										

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

CERTIFICATE HOLDER <div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">SAMPLE</div>	CANCELLATION See Attachments 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
---	---

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b.

3125 LAWN CARE 2023 \$50.00 EXPIRES 9/30/2024 30 EMPLOYEES

3125-1048927

TOTAL TAX \$50.00
PREVIOUSLY PAID \$50.00
TOTAL DUE \$0.00

PORTLAND TIMOTHY - PRESIDENT

YELLOWSTONE LANDSCAPE SOUTHEAST LLC
PORTLAND TIMOTHY
2809 FORSYTH RD
WINTER PARK FL 32792

MOBILE FROM FLAGLER COUNTY
X - OUT OF COUNTY, 00000

PAID: \$50.00 0098-01133025 9/12/2023

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

3125 LAWN CARE 2023 \$50.00 EXPIRES 9/30/2024 30 EMPLOYEES

3125-1048927

TOTAL TAX \$50.00
PREVIOUSLY PAID \$50.00
TOTAL DUE \$0.00



PORTLAND TIMOTHY - PRESIDENT

YELLOWSTONE LANDSCAPE SOUTHEAST LLC
PORTLAND TIMOTHY
2809 FORSYTH RD
WINTER PARK FL 32792

MOBILE FROM FLAGLER COUNTY
X - OUT OF COUNTY, 00000

PAID: \$50.00 0098-01133025 9/12/2023

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.

2023 EXPIRES 9/30/2024 3106-1048928
3106 LANDSCAPE \$50.00 30 EMPLOYEES ;

TOTAL TAX \$50.00
REGULATED WASTE \$50.00
PREVIOUSLY PAID \$100.00
TOTAL DUE \$0.00

PORTLAND TIMOTHY - PRESIDENT
YELLOWSTONE LANDSCAPE SOUTHEAST LLC
PORTLAND TIMOTHY - PRESIDENT
2809 FORSYTH RD
WINTER PARK FL 32792

MOBILE FROM FLAGLER COUNTY
X - OUT OF COUNTY, 00000

PAID: \$100.00 0098-01133026 9/12/2023

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

2023 EXPIRES 9/30/2024 3106-1048928
3106 LANDSCAPE \$50.00 30 EMPLOYEES ;

TOTAL TAX \$50.00
REGULATED WASTE \$50.00
PREVIOUSLY PAID \$100.00
TOTAL DUE \$0.00



PORTLAND TIMOTHY - PRESIDENT
YELLOWSTONE LANDSCAPE SOUTHEAST LLC
PORTLAND TIMOTHY - PRESIDENT
2809 FORSYTH RD
WINTER PARK FL 32792

MOBILE FROM FLAGLER COUNTY
X - OUT OF COUNTY, 00000

PAID: \$100.00 0098-01133026 9/12/2023

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.

1812 REG IRRIGATION SPECIA 2023 \$30.00

EXPIRES 9/30/2024 1 EMPLOYEE

1812-1200565

TOTAL TAX \$30.00
PREVIOUSLY PAID \$30.00
TOTAL DUE \$0.00

SKWYRA PETER T

YELLOWSTONE LANDSCAPE
SOUTHEAST LLC
2809 FORSYTH RD
WINTER PARK FL 32792

8342 CRISTOBAL CIR (MOBILE)
U - ORLANDO, 32825

PAID: \$30.00 0098-01133027 9/12/2023

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

1812 REG IRRIGATION SPECIA 2023 \$30.00

EXPIRES 9/30/2024 1 EMPLOYEE

1812-1200565

TOTAL TAX \$30.00
PREVIOUSLY PAID \$30.00
TOTAL DUE \$0.00



SKWYRA PETER T

YELLOWSTONE LANDSCAPE
SOUTHEAST LLC
2809 FORSYTH RD
WINTER PARK FL 32792

8342 CRISTOBAL CIR (MOBILE)
U - ORLANDO, 32825

PAID: \$30.00 0098-01133027 9/12/2023

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.



YELLOWSTONE
LANDSCAPE

Certified Pest Control Operator

State of



Florida

Department of Agriculture and Consumer Services
Bureau of Licensing and Enforcement

CERTIFIED PEST CONTROL OPERATOR

Number: JF235888

DAVID BOLDMAN

This is to Certify that the individual named above is a Certified Pest Control Operator and is privileged to practice

Lawn and Ornamental

in conformity with an Act of the Legislature of the State of Florida regulating the practice of Pest Control and imposing penalties for violations.



Adam H. Putnam
Commissioner of Agriculture

In Testimony Whereof, Witness this signature at Tallahassee, Florida on August 5, 2015

Chief, Bureau of Licensing and Enforcement

FDACS 1361R, 06/01



The International Society of Arboriculture

Hereby Announces That

Kyle Jordan Stoudenmire

Has Earned the Credential

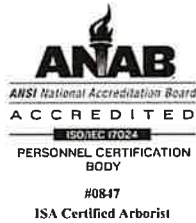
ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan

Caitlyn Pollihan
CEO & Executive Director

5 May 2018	30 June 2024	FL-9365A
-----	-----	-----
Issue Date	Expiration Date	Certification Number



b.

Site Location of Scheduled Service Areas For Landscape Maintenance Proposal

LOCATION NAME		COST PER LOCATION
1. Cove Drive ROW	See the attached sheet for the description of each individual location.	\$ 49.00
2. Judge Road ROW		\$ 49.00
3. Judge Road and Daetwyler Drive ROW		\$ 98.00
4. Daetwyler Drive and McCoy Road ROW		\$ 196.00
5. Wilkes Avenue ROW		\$ 75.00
6. Hoffner Avenue and LaBelle Street/Wilkes ROW		\$ 25.00
7. Hoffner Avenue (west side) ROW		\$ 100.00
8. Hoffner Avenue (east side) ROW		\$ 530.00
9. Windsor Place Ponds: Rothbury Drive		\$ 147.00
10. Windsor Place Ponds: Chiswick Circle		\$ 147.00
SUB-TOTAL		\$ 1,416.00

MOW SCHEDULE	MOW TIME FRAME	COST PER SERVICE
Mowing Four (4) Time Per Month (32 cycles) \$1,416.00 x 32 = \$45,312.00	April- November	\$ 45,312.00
Mowing one (1) Time Per Month (4 cycles) \$1,416.00 x 4 = \$5,664.00	December- March	\$ 5,664.00
SUB-TOTAL		\$ 50,976.00

Total		\$ 50,976.00
--------------	--	---------------------

CLIENT NAME: City Of Belle Isle

BILLING ADDRESS: 1600 Nela Ave. Belle Isle, FL 32809

PROPERTY CONTACT: Phil Price

PROPERTY CONTACT EMAIL: pprice@belleislefl.gov

PROPERTY CONTACT PHONE: 689-500-3473

CONTRACT EFFECTIVE DATE: 10/1/24

CONTRACT END DATE: 9/30/25

INITIAL TERM: 1 year

PROPERTY NAME: City of Belle Isle RFP 2024-03

PROPERTY ADDRESS: 1600 Nela Avenue, Belle Isle, FL 32809

CONTRACTOR: Yellowstone Landscape, PO Box 849, Bunnell, FL 32110

YELLOWSTONE CONTACT: Landon Pyle

YELLOWSTONE CONTACT EMAIL: Lpyle@yellowstonelandscape.com

YELLOWSTONE CONTACT PHONE: 407.625.7822

YELLOWSTONE SCOPE OF SERVICES: The Client agrees to engage Yellowstone Landscape to provide the services and work as described.

AGREEMENT

COMPENSATION SCHEDULE:

The Client agrees to pay Yellowstone Landscape **\$50,976.00** annually, in equal monthly installments billed in the amount of **\$4,248.00**. upon receipt of invoice.

Charges will increase at the commencement of each additional automatic twelve (12) month renewal term per the Agreement Renewal section on the following page of this agreement. The TERMS AND CONDITIONS following and the EXHIBITS attached hereto constitute part of this agreement.

Presented by: Yellowstone Landscape

Accepted by: City of Belle Isle



 SIGNATURE
Phil Price

Printed Name: Christopher Adornetti, Officer

Date: Not yet accepted

Printed Name: Phil Price

Date:





YELLOWSTONE
LANDSCAPE

Excellence
IN COMMERCIAL LANDSCAPING

THANK YOU FOR YOUR TRUST

We look forward to working with you!

YELLOWSTONELANDSCAPE.COM

RFP 2024-03
August 1st 2024

CONTINUUM
SERVICES



City of Belle Isle





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Licences	Page 29
Required Documents	Page 30

For over 30 years, Weber Environmental has been providing Florida customers with best-in-class landscaping services. Now as Continuum/Weber, our foundation of quality, trust and dependability is stronger than ever with a combined 4,500 acres of landscaping maintained annually and improved systems and processes that provide next-level efficiency.

We are grateful for the opportunity to present a tailored proposal for Limetree HOA. As our solutions are unique to each customer, we've meticulously crafted your proposal to meet your community-specific needs and expectations. We refer to this as our "Map of Success." This is a strategic plan designed to guide your property to a place of pride, making it one your residents will take pride in for years to come.

MAP OF SUCCESS PLAN

Company History and Leadership Plan: Information about our company's experience, capabilities and core values with the leadership plan for your property.

Safety and Equipment: This will be a detailed report on safety protocols and the quality of our equipment. This will help the site be sustainable and environmentally sound.

Understanding the Scope of Services: This section outlines all services in the scope of work. It will show what we improve on the site and what you are doing well. This section will also include a 30-/60-day onboarding process.

Financial Capacity: Our Company's Financial Standing and all licenses.

Investment: Pricing for all areas of the CDD.

If you have any questions after reviewing the proposal, please contact us.





MIQUEL BOTTO

Director of Exterior Services

Miguel's extensive career in the green industry, coupled with his education in Business Management/Horticulture Concentration from NC State University, uniquely positions him as a leader in serving others and delivering exceptional quality and service to customers. With 32 years of experience, Miguel possesses a deep understanding of the industry and a passion for cultivating and nurturing lasting relationships.

Since relocating to Orlando in 2004, Miguel has worked with high-profile clients, including renowned establishments such as the Ritz Carlton, the Grand Cypress Resort and Marriott Vacation Club properties, among others. His tenure in serving these prestigious properties underscores his commitment to excellence and his ability to consistently meet and exceed the expectations of his clients.

In his role, Miguel leads and inspires team members to deliver consistent quality and service. His leadership style is characterized by honesty, efficiency, and a deliberate focus on providing top-notch services. Miguel's dedication to building strong relationships and delivering exceptional results has earned him a reputation as a trusted partner in the Florida market. With Miguel at the helm, customers can trust that they will receive personalized attention, expert guidance and unparalleled service. His wealth of experience and commitment to excellence make him an invaluable asset to any project or partnership in the green industry.



KIRK HESTAND

General Manager

Kirk brings a wealth of experience and expertise to his role, overseeing the Winter Haven, Florida operation. With an impressive 35 years in the green industry and a degree in Environmental Horticulture from Florida Southern College, Kirk's background equips him with a deep understanding of landscape management and environmental stewardship.

Kirk's leadership extends beyond the Winter Haven operation to include oversight of the Arbor Care and Construction departments. His diverse experience ranges from owning and operating a nursery business to managing large landscape contracting operations across the Southeast. His dedication to excellence and experience in effectively managing landscapes of all sizes and complexities make him the go-to advisor for our customers.

Having spent over two decades in Florida, Kirk has developed an intimate understanding of the unique challenges and requirements associated with managing Florida landscapes. His hands-on experience and knowledge of local conditions enable him to provide strategic guidance and solutions tailored to the region's specific needs.

One of Kirk's standout qualities is his ability to build strong relationships with clients, colleagues, and industry partners. His commitment to customer satisfaction and delivering exceptional results have earned him a solid reputation in the industry.



Jeremy Browne

Account Manager

Jeremy is a seasoned professional in the landscaping industry, bringing over 24 years of experience to his role. He began his career in Naples, FL, after relocating from Miami and has spent over a decade working with Mainscape and Trugreen Landcare. His focus on communication, quality service, and employee development has set him apart in the field. Known for his commitment to safety, Jeremy has implemented advanced practices for both his company and its employees, including running safety meetings and driver training.

As a Florida native, Jeremy has gained significant recognition for his expertise. Since 2009, he has been a Certified Pest Control Operator and has collaborated with the University of Florida Extension Office, currently serving as Vice President of the board that reviews new pests and threats to Florida landscapes and grass. He is also a Certified Trainer for Best Management Practices, holds a Fertilizer license, and is recognized as an FNLGA Certified Horticulture Professional. In his role as

Account Manager, Jeremy excels in delivering exceptional customer service and adopting a proactive approach to cost-effective solutions that enhance both value and curb appeal through innovative design. His impressive client roster includes the DoubleTree Hilton by SeaWorld, Bay Hill, Lake Burden, Millennium Mall, and several notable Tampa-area properties such as the Home Shopping Network, International Mall, and Westchase CDD.

Jeremy's leadership extends beyond client relationships to include his team members, many of whom have followed him throughout his career. His ability to inspire and lead effectively is reflected in the loyalty and long-term dedication of his crew.



GARRETT DOLLAR

Operations Manager

Garrett's 15 years of experience, extensive horticultural knowledge and production skills are essential to our team. Through his dedication, we consistently deliver on our contractual commitments and provide innovative solutions for our clients.

As a seasoned professional, Garrett is an expert in the intricacies of horticulture. His deep understanding of plant care, maintenance techniques and industry best practices make him an asset to any project.

One of Garrett's key responsibilities is to oversee our service teams and ensure they stay on task on a weekly basis and perform to the highest standards. He plays a crucial role in coordinating schedules, assigning work and adjusting priorities as necessary to meet our clients' needs and expectations.

Garrett's proactive ability to identify opportunities for improvement and implement process enhancements contributes to our ongoing success and helps maintain efficiency, productivity, and quality across all our projects. With Garrett continuously monitoring performance and refining our practices, we adapt to changing circumstances and deliver optimal results for our clients

**ALAN HIRSCHFELDER****Technical Services Manager | L&O and Irrigation**

With over 20 years of industry experience, Alan plays a crucial role in ensuring the success and efficiency of our operations.

Throughout his career, Alan has excelled at multiple responsibilities, broadening his skillset and helping him develop a comprehensive understanding of the industry. His expertise in account management, horticulture, landscape installation, irrigation and management enable him to provide invaluable insights and solutions for our customers.

One of Alan's key responsibilities as the CPCO license holder is to ensure compliance with all licensing requirements and current best practices. He plays a pivotal role in keeping our spray technicians and other employees up to date on proper licensing and industry standards, thereby ensuring the highest level of quality and professionalism in our services.

Alan's attention to detail and industry expertise are evident in his work, and he approaches his role with enthusiasm and dedication. His commitment to excellence fosters confidence and pride in others, inspiring our teams to deliver exceptional results and uphold the highest standards of professionalism.

CONTINUUM/WEBER ENVIRONMENTAL LOCATIONS



HEADQUARTERS
5935 K-Ville Avenue
Winter Haven | FL 33880



APOPKA OFFICE
203 W First Street
Apopka | FL 32703



CHAMPIONS GATE SATELLITE
Champions Gate | FL 33896

EXPERIENCE

OUR PHILOSOPHY

For over 30 years, we've taken great pride in providing top-tier landscape maintenance and stellar customer service. By continually refining our process, we can ensure that every detail of our client's property is meticulously overseen.

Our extensive experience in landscape design and construction adds value to our maintenance services. This expertise allows us to anticipate and address the evolving needs of properties as they mature over time. By offering comprehensive solutions, we can help our clients maintain the beauty and functionality of their landscapes for years to come.

Central to our success is the development of standardized systems and processes that ensure timeliness, consistency and quality across our operations. With expert teams and the necessary resources readily available, we can meet our clients' needs reliably and effectively.

Our strategic approach to growth and the meticulous management of our operations have been instrumental in our consistent and profitable expansion. This financial stability allows us to cultivate long-term relationships with clients who share our vision of partnership and mutual success.

Our unwavering focus on doing one thing exceptionally well, coupled with our commitment to innovation and client satisfaction, sets us apart as leaders in the landscape maintenance industry.



MONTHLY SITE AUDITS

Accountability is key to delivering exceptional service. It is the basis of our commitment to regular landscape inspections conducted by our dedicated Account Managers.

Each month, our Account Managers document inspection results with detailed reports that include photographs of various areas of the property. These site audits serve as a snapshot in time, allowing our clients to see the results of our work and identify any opportunities for improvement.

By regularly evaluating the quality and detail of our work, our teams' expertise is continuously enhanced, an ultimate benefit for our clients. Improving and refining our services is how we exceed our clients' expectations.

Through regular inspections and feedback mechanisms, we hold ourselves to the highest standards of quality and professionalism, ultimately providing our clients with landscapes that are beautiful, well-maintained and cared for.

<p>Bedcare Service</p>	<p>Bed Weed Control</p>
<p>Result</p>	<p>Meets expectations</p>
<p>↳ Comments</p>	<p>↳ Excellent, almost none</p>
<p>Photo of Work</p>	

<p>Bedcare Service</p>	<p>Mulch Quality and Installation</p>
<p>Result</p>	<p>Meets expectations</p>
<p>↳ Comments</p>	<p>↳ Spring mulch is holding up well and looks good</p>

WHO WE ARE

MARKET LEADERS MAKING CUSTOMER SERVICE TOP PRIORITY

Continuum/Weber is more than just a landscape service provider; we are a trusted partner, driven by financial strength, robust processes and a commitment to excellence in everything we do. Every client has unique needs, and our expert teams construct individualized strategies that will increase the value of their asset.

With over 30 years of dedicated service to Central Florida, Continuum/Weber has established itself as a trusted leader in landscape management and related services.

We provide year-round exterior services for a wide range of commercial, corporate and HOA. Our comprehensive offerings encompass landscape management, lawn and ornamental fertilization and pest control, irrigation management and water conservation, arboricultural care, as well as landscape design and construction. With open lines of communication and an efficient work order system, we ensure the highest quality work in the timeframe needed.

With our consistent, efficient service and award-winning landscape design, we raise our clients standards and deliver results.



CUSTOMER SERVICE



We take great pride in our ability to cultivate longevity with our clients. The continued renewal of our contracts year over year is a testament to our unwavering commitment to delivering on our promises. As we look to the future, we remain dedicated to fostering lasting partnerships and exceeding the expectations of our clients across Central Florida.

CURRENT ASSETS

Providing proper resources is key to ensuring efficient operations and, ultimately, successful client partnerships. These resources can encompass a wide range of elements, including:

Equipment and Tools: From landscaping machinery to irrigation tools, having access to high-quality equipment enables our teams to work effectively and safely.

Training and Development: By investing in ongoing training opportunities and professional development programs, we create expert teams our clients count on. These skilled professionals are empowered to continuously improve and adapt to evolving industry standards and best practices.

Materials and Supplies: Whether it's fertilizers and pesticides for lawn care or plants and mulch for landscaping projects, having the right materials and sufficient supplies on hand allows our teams to complete their tasks efficiently, without delays.

Technology and Software: From project management tools to GPS tracking systems, leveraging technology enables us to streamline processes, track progress and optimize resource allocation.

Support and Communication: We pride ourselves on maintaining continuous communication within our teams which fosters critical support for our clients.

Small Power Equipment

String Trimmer	36
Stick Edger	48
Backpack Blower	65
Mowers	63
Chain Saw	24
Tiller	6
Hedge Trimmers	38
Street Blower	8

Insect/Pest Management Equipment

50 Gallon Spray Units	8
Z Spray Units	6
Fertilizer Spreader Units	16
Vortex Fertilizer Spreader	2

Assets	Qty in Florida	Company Total
Isuzu NPR Mow/Detail	31	48
Ford Trucks	2	27
Isuzu Landscape Truck	3	3
Landscape Trailer	6	13
Irrigation & Spray Vehicles	11	18
Utility Vehicle	18	32
Arbor Care (includes lift and grapple truck)	7	87
Vehicles – Mgt/AM/OM	12	25

SAFETY FIRST

Safety is the number one priority at Continuum/Weber: for our teams and for our clients. All team members receive regular training and are provided with all necessary PPE, such as safety vests, glasses, ear protection, gloves, steel-toed boots and job-specific requirements.

We pride ourselves on good communication and conduct weekly safety talks and bi-weekly advanced safety meetings.

Our pre-project safety planning ensures all potential hazards are addressed and countermeasures are in place.

All incident reporting is completed in 24 hours and followed up at divisional and corporate levels.



WHAT SETS US APART?



PROJECTS

Throughout our tenure, we have had the privilege of working on numerous prestigious projects, some of which include:

OMNI Resort at Champions Gate: We have been serving the OMNI Resort since 2010, generating \$400,000 in annual contract revenue. Our ongoing partnership with this esteemed resort underscores our commitment to delivering exceptional service year after year.

Champions Gate CDD: Awarded in 2012, our contract with the Champions Gate Community Development District generates \$375,000 in annual revenue. This project highlights our ability to maintain long-term relationships and consistently meet the needs of our clients.

Reunion West POA: Awarded in June of 2023, our contract with the Reunion West Property Owners Association represents a significant milestone, with \$1,000,000 in annual contract revenue. This project demonstrates our continued growth and success in providing top-tier services to our clients.

Sandpiper HOA: Our contract with the Sandpiper HOA generates \$500,000 in annual revenue. This success highlights Weber/Continuum's expertise in delivering comprehensive landscape management solutions that align with the unique requirements of HOAs and similar community organizations.



REFERENCES



OMNI CHAMPIONS GATE

Jorge Aldave | DOE
(210) 800-3986
jorge.aldave@omnihotels.com



CHAMPIONS GATE CDD

Evan Fracasso | Senior PM
(614) 361-7677
efracasso@championsgate.com



REUNION WEST POA

Aura Zelada | Community Manager
(706) 341-7055
manager@reunionwestpoa.com

SCOPE OF WORK



ESTIMATING GOALS

Our goal is to provide a landscape management program that enhances the aesthetic appeal of your property and is cost effective. With a meticulous approach to estimating costs, we incorporate both scientific methodologies and hands-on assessments of the properties we serve. With a complete understanding of the scope of work required, our expertly trained teams deliver exceptional landscapes and top-tier customer service.

Our estimating process involves extensive time investment from our teams, who analyze each property to determine the resources and effort needed. Thoroughness allows us to provide accurate cost estimates upfront, minimizing surprises and ensuring transparency with our clients.

Once a project is underway, we implement production planning techniques honed over years of experience. With a continuous refinement of our production processes, we can pass savings on to our clients without compromising on quality.

CREW: Brian Martinez MONTH: MAY 2023
352-815-04XX BRANCH: Florida - CES

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Time
	1	2	3	4	5	6	
	LAKE RIDGE LEGACY HILLS 24 26	PRAIRIE OAKS LAKE JACKSON 24 26	TYPOLI 40 TRUCK & EQUIPMENT MAINTENANCE 6	AMBIABELLA TH 30 AMBIABELLA HOA 22	OPEN		
	BUD 32 ACT 32	BUD 18 ACT 18	BUD 46 ACT 46	BUD 32 ACT 32	BUD 0 ACT 0	BUD 0 ACT 0	#
	8	9	10	11	12	13	
	LAKE RIDGE LEGACY HILLS 24 26	PRAIRIE OAKS LAKE JACKSON 24 26	TYPOLI 40 TRUCK & EQUIPMENT MAINTENANCE 6	AMBIABELLA TH 30 AMBIABELLA HOA 22	OPEN		
	BUD 32 ACT 32	BUD 18 ACT 18	BUD 46 ACT 46	BUD 32 ACT 32	BUD 0 ACT 0	BUD 0 ACT 0	#
	15	16	17	18	19	20	
	LAKE RIDGE LEGACY HILLS 24 26	PRAIRIE OAKS LAKE JACKSON 24 26	TYPOLI 40 TRUCK & EQUIPMENT MAINTENANCE 6	AMBIABELLA TH 30 AMBIABELLA HOA 22	OPEN		
	BUD 32 ACT 32	BUD 18 ACT 18	BUD 46 ACT 46	BUD 32 ACT 32	BUD 0 ACT 0	BUD 0 ACT 0	#
	22	23	24	25	24	25	
	LAKE RIDGE LEGACY HILLS 24 26	PRAIRIE OAKS LAKE JACKSON 24 26	TYPOLI 40 TRUCK & EQUIPMENT MAINTENANCE 6	AMBIABELLA TH 30 AMBIABELLA HOA 22	OPEN		
	BUD 32 ACT 32	BUD 18 ACT 18	BUD 46 ACT 46	BUD 32 ACT 32	BUD 0 ACT 0	BUD 0 ACT 0	#
TOTAL	LAKE RIDGE LEGACY HILLS 24 26	PRAIRIE OAKS LAKE JACKSON 24 26	TYPOLI 40 TRUCK & EQUIPMENT MAINTENANCE 6	AMBIABELLA TH 30 AMBIABELLA HOA 22	OPEN		
ONE-WH/ONE-POL							
Hourly I							
Hourly P							
Job P							
Job Y							

ESTIMATING THAT SETS THE STAGE FOR SUCCESS

At Continuum/Weber, successful estimating is the result of clearly understanding the property boundaries and the scope of work required. More than crunching numbers; it's about understanding the unique needs of each property and tailoring our services accordingly. By taking the time to thoroughly assess the property and discuss the client's requirements, our estimates are comprehensive and reflective of the work needed to achieve their desired outcomes.

When we provide our clients with accurate estimates that align with their expectations, we lay the foundation for a positive experience throughout the project. And when we execute the plan with precision and professionalism, we provide our clients results that exceed their expectations.

By prioritizing accuracy and clear communication, we provide estimates that exceed our clients' needs and expectations.

COMPREHENSIVE WATER MANAGEMENT

Our horticultural approach to water management emphasizes the importance of delivering the appropriate amount of water to specific areas at optimal times. This strategy ensures that landscapes receive the necessary hydration while conserving water resources and adhering to required restrictions.

Our Continuum/Weber team has dedicated significant effort to developing and refining water management techniques that align with seasonal variations and the unique needs of a variety of landscapes. This commitment allows us to provide tailored solutions that promote healthy plant growth and turf vitality throughout the year.

In regions like Florida, where seasonal changes can significantly impact plant health, we prioritize strategies that encourage the development of robust root systems, particularly during the cooler months. By fostering deeper root growth in winter, we lay the foundation for resilient landscapes that can thrive during the active growing season.

Beyond mere irrigation, our water management approach reflects a deep understanding of the nuanced requirements of diverse landscapes and seasons.



By integrating horticultural principles into our practices, we not only ensure the sustainability of water usage but also promote the long-term health and beauty of the landscapes we manage.



CONTINUUM

Date: _____
 JOB NAME: _____
 Controller Location: _____

Program Information

System Information

		Program A	Program B	Program C	Program D		
		SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	Controller Model _____	
Watering days		0000000	0000000	0000000	0000000	Backflow Location: _____	
Start times	1	am/pm	am/pm	am/pm	am/pm	Meter Reading _____	
	2	am/pm	am/pm	am/pm	am/pm	Pump Hours Reading _____	
	3	am/pm	am/pm	am/pm	am/pm	M Valve _____	
Seasonal Adjustment		%	%	%	%	Pump Start: _____	
Rain Sensor		On	Off	Freeze			

**Irrigation Maintenance Check (IMC)
Services Report**

Zone	Spray or Rotor	Run Time	Program (A, B, C)	Unlogged Nozzle	Straighten Head	Adjusted Arc	Raise Head	Lower Head	Replace Head	Replace Nozzle	Drip/line Repair	No Faults	Comments
1													
2													
3													
4													
5													

EXPERT PRUNING

We prioritize training our teams to ensure they are equipped with the knowledge and skills to execute proper pruning techniques specific to various plant species, growth habits and seasonal requirements. Key principles of proper pruning techniques include:

Understanding Plant Biology: Before pruning plants it's essential to thoroughly understand their biology and growth habits. This includes knowing when and how much to prune and identifying potential risks or vulnerabilities.

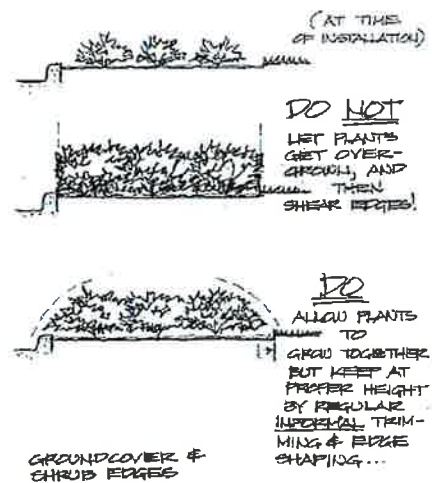
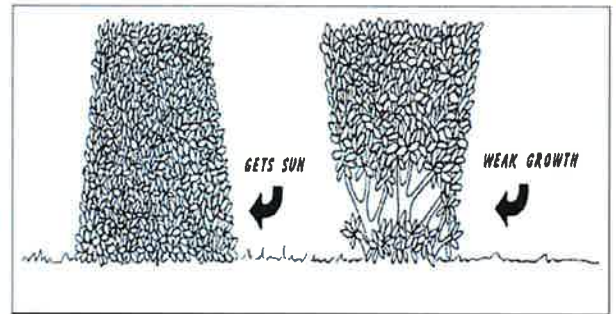
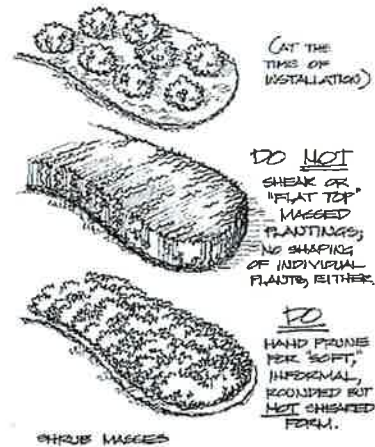
Selective Pruning: Our team carefully targets specific branches or growth points to achieve desired outcomes. This approach helps maintain the plant's natural shape and balance while removing dead, diseased or damaged branches.

Proper Tools and Equipment: Using the right tools and equipment is critical for achieving clean, precise cuts and minimizing plant damage. Sharp, clean pruning tools such as hand pruners, loppers and saws are essential for effective pruning.

Pruning Timing: While some plants benefit from pruning during the dormant season, others may require pruning after flowering or during specific growth stages. Understanding the optimal timing for pruning each plant species is essential for promoting healthy growth and flowering.

Safety Measures: Making safety top priority includes wearing appropriate personal protective equipment, such as gloves and eye protection, as well as taking precautions to avoid injury from falling branches or equipment.

By ensuring our teams are properly trained in best pruning practices, we can effectively maintain the health, beauty, and longevity of our clients' landscapes. We are committed to delivering exceptional service by adhering to industry best practices and nurturing landscapes that thrive year-round.



PRUNING PRACTICES



OUR START PLAN

First 30 Days

1. Initial Meetings and Assessments

Meet with Key Personnel:

Arrange meetings with the Property Manager and Board Members. Schedule a meeting with the Operations Manager (OM), Account Manager (AM), and the crew lead to review the property.

Review Property Details:

Obtain a detailed map of the property, including a mowing map. Discuss the scope of work, including the frequency of mowing swales (e.g., monthly vs. every three months) to align with budget and expectations. Identify goals and concerns of the Property Manager and Board.

2. Documentation and Planning

Property Condition:

Take photographs to document the current state of the property for future reference.

Service Calendar:

Present a 12-month service calendar, highlighting scheduled service dates for:

- Fertilizer applications
- Monthly irrigation audits
- Annual flower change-outs
- Tree trimming for palms (once a year)

3. Property Improvement Plan

Replacement and Upgrades:

Propose a plan for replacing the clubhouse landscaping and sod replacement in irrigated areas. Include mulch replacement in the improvement plan.

4. Irrigation and Quality Assessments

Irrigation Evaluation:

Complete an evaluation of the irrigation system, report deficiencies, and recommend corrective actions.

Weber Quality Site Assessment:

Assess and identify areas of concern including:

- Struggles with plant materials
- Dry areas/turf health
- Palms/tree pruning needs



OUR START PLAN

Continue First 30 Days

Irrigation Allowance:

Recommend an irrigation monthly allowance of \$1,000-\$1,500 for automatic repairs.

Provide inspection reports and repair proposals; if additional repairs are needed, offer a new quote with locations and pricing.

5.Account Management

Site Visits:

Conduct weekly site visits to ensure ongoing issues are addressed and maintenance is on track.

Monthly Evaluations:

Provide a detailed property site evaluation each month.

30 to 90 Days

1. Follow-Up and Further Assessments

Walk the Property:

Conduct a walkthrough with the Property Manager and Board Members to review progress and gather feedback.

2. Implementation and Routine Maintenance

Continue Improvements:

Proceed with property improvements and ongoing irrigation inspections.

Routine Maintenance:

Maintain regular upkeep and execute planned maintenance tasks.

Bed Separation:

Continue separating and defining planting beds to enhance aesthetics and functionality.

3. Irrigation and Weed Control

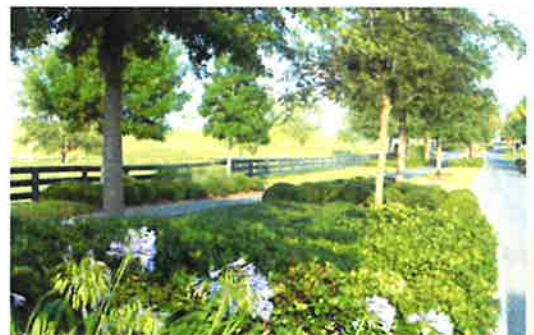
Zone Map Proposal:

If needed, provide a proposal for an irrigation zone map to improve system management.

Turf and Weed Management:

Re-treat turf weeds and continue weed control applications throughout the property.

Address any weed, insect, or disease issues with plants and trees, subject to approval.



PROPOSAL/PRICING

REQUEST FOR PROPOSAL - 2024-03
Landscape Maintenance

Site Location of Scheduled Service Areas For Landscape Maintenance Proposal

LOCATION NAME		COST PER LOCATION
1. Cove Drive ROW	See the attached sheet for the description of each individual location.	\$ 4,733.04
2. Judge Road ROW		\$ 9,838.09
3. Judge Road and Daetwyler Drive ROW		\$ 4,008.88
4. Daetwyler Drive and McCoy Road ROW		\$ 14,088.91
5. Wilkes Avenue ROW		\$ 4,795.72
6. Hoffner Avenue and LaBelle Street/Wilkes ROW		\$ 1,582.88
7. Hoffner Avenue (west side) ROW		\$ 23,045.89
8. Hoffner Avenue (east side) ROW		\$ 20,523.07
9. Windsor Place Ponds: Rothbury Drive		\$ 7,348.88
10. Windsor Place Ponds: Chiswick Circle		\$ 8,719.06
SUB-TOTAL		\$ 98,712.00

MOW SCHEDULE	MOW TIME FRAME	COST PER SERVICE
Mowing Four (4) Time Per Month (32 cycles)	April-November	\$ 87,744.00
Mowing one (1) Time Per Month (4 cycles)	December-March	\$ 10,968.00
SUB-TOTAL		\$ 98,712.00

Total	36	\$ 98,712.00
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City of Belle Isle
1600 Nela Avenue, Belle Isle, FL 32809

Telephone: (407) 851-7730 * Fax: (407) 240-2222

REQUEST FOR PROPOSAL - 2024-03 LANDSCAPE MAINTENANCE

Solicitation Schedule

Event	Date
Publish on Vendor Bid System – Demand Star	JULY 6, 2024
Pre-Bid Meeting on Site (mandatory) Location	JULY 17, 2024 - 10 am City Hall (1600 Nela Avenue)
Deadline for Questions	JULY 22, 2024 – 10 days before the RFP due date pprice@belleislefl.gov
Bid Submission Date Either mailed or delivered to the City Clerk’s address. Bids are opened on the due date at 3 pm.	AUGUST 1, 2024 – 3 pm City Hall (1600 Nela Avenue)
Anticipated Award Date	AUGUST 22, 2024 (unless otherwise posted)

If you have any questions or need additional information, please email the City Clerk’s Office at yquiceno@belleislefl.gov with RFP 2024-03 on the subject line.

Submit Bids (sealed) to:
City of Belle Isle – City Clerk’s Office
1600 Nela Avenue
Belle Isle, FL 32809

Bids (one (1) original and one (1) copy) must be sealed and mailed or delivered. Write the Bid Number above and the Bid Opening Date in the lower left corner outside the Bid envelope. No faxed or emailed Bids will be considered. Barring certain circumstances (Section III-5), Bids received after the stated date and time will not be accepted and will be returned to the Bidder unopened.

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Advertisement for bids

Section 00030

The City of Belle Isle, Florida, requests sealed bids for completing the LANDSCAPE MAINTENANCE REQUEST FOR PROPOSAL (RFP), including all labor, materials, and equipment. The expected start date for this contract will be on or about June 10, 2024. The bids will be received at the Office of the City Clerk, City Hall, 1600 Nela Avenue, Belle Isle, Florida, 32809, **until AUGUST 1, 2024, no later than 3:00 pm (EST)**. At that time, bids will be opened in the Council Chambers Room, 1600 Nela Avenue, Belle Isle, FL 32809, and publicly read aloud. Bids received after the above time and date will be returned unopened.

There will be a mandatory pre-proposal meeting and tour. Before submitting a bid, each bidder shall have the opportunity to examine the Project thoroughly and fully understand the conditions that may affect the work proposed. Failure to inspect the Sites will in no way relieve the successful contractor from the necessity of furnishing any materials or performing any labor necessary for the satisfactory completion of the work.

The mandatory meeting and project tour date is JULY 17, 2024, at 10:00 am. All bidders are invited to tour the property at that time. Each bidder will be allowed to ask questions and receive property information. Inquiries for specific information will not be entertained before the aforementioned tours.

As outlined in this document, the work consists of performing landscape maintenance, including all labor, materials, and equipment. Specific components of the project include, but are not limited to, site preparation, pruning, mowing, edging, weeding, and removal of grass clippings, trash, and debris.

Copies of the RFP are available for public inspection at the office of the City Clerk in City Hall 1600 Nela Avenue, Belle Isle, Florida, 32809; 407-851-7730.

No bid may be withdrawn sixty (60) days after the scheduled closing time for receiving bids.

It is the City's intent to award the project to the lowest qualified Bidder. However, the City reserves the right to waive all informalities in any bid, reject any and all bids or any part of any bid with or without cause, re-advertise for all or any part of the work contemplated, and/or accept the bid that, in its judgment, will be in the best interests of the City.

Bids must be submitted using the Bid Form provided in this document. No facsimile, telegraphic, or e-mail submissions will be accepted.

Instructions to bidders

Section 00100

Defined Participants.

The Owner of this project is the City of Belle Isle, 1600 Nela Avenue, Belle Isle, Florida 32809.
The CONTRACTOR for the project is listed as the qualified, responsible bidder to whom OWNER makes an award.

Examination of Contract Documents and Site.

Before submitting a Bid, each Bidder must (a) examine the Contract Documents thoroughly, (b) visit the site to familiarize themselves with local conditions that may in any manner affect cost, progress or performance of the work, (c) familiarize themselves with federal, state and local laws, ordinances, rules and regulations that may affect cost, progress or performance of the work, (d) study and carefully correlate Bidder's observations with the Contract Documents.

The submission of a Bid will constitute an incontrovertible representation by the Bidder that the Contract Documents are sufficient in scope and detail to indicate and convey an understanding of all terms and conditions for the performance of the work.

Bid Form.

- All Bids shall be submitted on standard forms furnished in this document.
- Bid Forms must be completed in ink or by typewriter. All blank spaces must be filled in. Where indicated on the Form, the Bid price of each item must be stated in numerals.
- The Bid shall contain an acknowledgment of receipt of all Addenda, if any.

Submission of Bids.

- All Bids shall be submitted in sealed envelopes marked RFP# 2024-03: LANDSCAPE MAINTENANCE RFP for the City of Belle Isle, Florida. The bidder's name and address shall be shown outside the sealed envelope. Facsimile or e-mail submittals will not be accepted.
- Bids should be mailed or delivered to the Office of the City Clerk, 1600 Nela Avenue, Belle Isle, Florida, 32809, or hand-delivered to the Office of the City Clerk, 1600 Nela Avenue, Belle Isle, Florida, 32809.
- The City of Belle Isle is not responsible for the U.S. Mail or private couriers regarding mail being delivered by the specified time so that a bid can be considered. Proposals by telephone, telegraph, FAX, or e-mail will not be accepted.

The following documents must be attached to the Bid Form:

- a) Drug-Free Workplace Certificate
- b) Insurance Certificates (see Section 00700 General Conditions)
- c) Public Entity Crimes- Sworn Statement
- d) List of References
- e) Equipment and Personnel List
- f) Orange County Fertilizer Applicator License

Mandatory Pre-Bid Meeting

There will be a mandatory pre-bid meeting and tour for the project on JULY 17, 2024, at 10:00 am. The meeting will be held at the City Hall Council Chambers at 1600 Nela Avenue, Belle Isle, FL. Each site will be visited for bidding purposes.

Bid Opening

Bids received will be accepted until AUGUST 1, 2024, no later than 3:00 pm (EST), at which time they will be opened in the Council Chambers Room and publicly read aloud. The Council Chambers Room is located in City Hall, 1600 Nela Avenue, Belle Isle, Florida. Bids received after the above time and date will be returned unopened.

Bids to Remain Open

All bids shall remain open for sixty (60) days after the day of the Bid Opening.

Award of Contract

It is the City’s intent to award the project to the lowest qualified, responsible Bidder. However, the City reserves the right to waive all informalities in any bid, to reject any and all bids or any part of any bid with or without cause, re-advertise for all or any part of the work contemplated, and/or accept the bid that in its best judgment will be in the best interests of the City. **The expected start date for this contract will be on or about OCTOBER 1, 2024.**

Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated product of quantities and unit prices and the correct product thereof will be resolved in favor of the correct product. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

Signing of Agreement

When the City gives a Notice of Award to the Successful Bidder, it will be accompanied by at least two (2) unsigned copies of the Agreement and all other Contract Documents. Within ten (10) days thereafter, the CONTRACTOR shall sign all and deliver at least two (2) copies of the Agreement to the City with the other Contract Documents attached. Within ten (10) days thereafter, the City will deliver fully signed counterparts to the CONTRACTOR.

Interpretations

All questions about the meaning or intent of the Contract Documents shall be submitted to the City Manager. Replies will be issued by Addenda mailed or delivered to all parties recorded by the OWNER as having received the Bidding Documents. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or classifications will be without legal effect.

Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of a period of 36 months from the date of being placed on the convicted vendor list.

Pursuant to Section 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity.

A proposed Bidder must sign and submit the Public Entity Crimes Statement, supplied with the Bid Form.

Insurance Requirements

The CONTRACTOR shall purchase and maintain insurance for the project's entire life that meets the requirements stated in Section 00700-Article 4 of this Document.

Bid Forms

Section 00300

Contractors Name: Weber ES, LLC
Project Identification: **Bid # 2024-03 LANDSCAPE MAINTENANCE**
Owner: **CITY OF BELLE ISLE**

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the City in the form included in this document to complete all work as specified or indicated in the Project Manual for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the document.
2. The Bidder certifies that they have investigated the requirements to do business in the project jurisdiction and that they are either qualified to do business or will obtain such pre-qualification before the contract is awarded.
3. The Bidder accepts all the terms and conditions in this document, including, without limitation, those dealing with the disposition of Bid Security (if applicable). This Bid will remain open for 60 days after the day of the Bid Opening. The Bidder will sign the Agreement and other documents required by the Contract Documents within ten days after the City's Notice of Award date.
4. In submitting this Bid, the Bidder represents, as more fully set forth in the Agreement, that:
 - a) The Bidder has examined copies of all Contract Documents and the following addenda:

Date: July 18th, 2024

Number: Addendum #1

- b) The Bidder has examined the site and locality where the work is to be performed and the conditions affecting the cost, progress, or performance of the work and has made such independent investigations as the Bidder deems necessary.
 - c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation or solicited any other Bidder to submit a false or sham Bid, and the Bidder has not sought by collusion to obtain for themselves any advantage over any other Bidder or the City.
5. **BIDDER will complete the Work for the following prices:**

The terms of the contract will be for one (1) year from the date of the agreement. The City has the option to exercise five (5) one-year renewals on the same terms and conditions of the original contract, with the exception of the contract price, which will be adjusted by 90% of the Consumer Price Index of the Southern States.

The undersigned hereby declares that they have carefully examined the individual sites listed on the bid form and will complete the LANDSCAPE MAINTENANCE according to the specifications herein.

The terms used in this Bid were submitted to the City of Belle Isle on the 1st day of August, 2024.

By: _____
Individual's Name - Signature
Miguel Botto
Individual's Name - Printed

doing business as Weber ES, LLC (business name)

Business Address: 5935 K-Ville Avenue, Winter Haven, FL 33880

Business Phone No.: (863) 551-1820

Business Fax No.: N/A

Email: mbotto@continuumservices.com

Communications to the BIDDER concerning this Bid shall be addressed to:

Mailing Address: Weber ES, LLC

Street Address: 5935 K-Ville Avenue

City, State and Zip: Winter Haven, FL 33880

Telephone No.: (863) 551-1820

Fax No.: N/A

Email: mbotto@continuumservices.com

Drug-Free Workplace Certification

Section 00300

Identical or "Tie" Bids:

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals that are equal in respect to price, quality, and service are received by the State or by any political subdivision for procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. To have a drug-free workplace program, a business shall:

1. Publish and pass out to each employee a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace.
2. Inform employees about the dangers of drug abuse in the workplace and the penalties that may be imposed upon employees for drug abuse violations.
3. Inform employees that the employer must be notified of a workplace violation no later than five (5) calendar days after a conviction.
4. Impose sanctions on or require satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
5. By implementing this section, Make a good-faith effort to maintain a drug-free workplace.

	8/1/2024
Name (signature)	Date
Miguel Botto	
Name (printed)	
Director of Exterior Services - FL	
Title	

Public Entity Crimes – Sworn Statement

Section 00300


A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of a period of 36 months from the date of being placed on the convicted vendor list.

Pursuant to Section 287.134(2) (a), Florida Statutes, an entity or affiliate placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity.

This sworn statement by Miguel Botto - Director of Exterior Services - FL
Name and title of business representative

who is authorized to represent Weber ES, LLC
Business name

hereby specifies that neither the entity submitting this statement nor any officers, directors, executives, partners, employees, shareholders who are active in the management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.


Signature

August 1st 2024
Date

STATE OF FLORIDA
COUNTY OF ORANGE

Personally appeared before me, the undersigned authority, on this 01 day of
August, 20 24.

Krista Harvey
Notary Public

10/19/2026
Commission Date

Notarized online using audio-video communication



Form of Agreement

Section 00500

THIS AGREEMENT made and entered into on the _____ day of _____, 20²⁴, by and between _____, party of the first part and the City of Belle Isle, Florida, party of the second part.

WITNESS:

That the first party, for the consideration hereinafter fully set out, hereby agrees with the second party as follows:

That the first party shall furnish all material and perform all the work for **LANDSCAPE MAINTENANCE CONTRACT NO. _____** in full part and complete accord with Contract Documents contained herein.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE EXECUTED THIS agreement on the day and date first above written in two (2) counterparts, each of which shall, without proof or accounting for the other counterpart, be deemed an original contract.

This Agreement will be effective on the _____ day of _____, 20____. OWNER:

OWNER

CONTRACTOR

Signature

Signature

Name (Print)

Miguel Botto
Name (Print)

Title

Director of Exterior Services - FL
Title

ADDRESS

ADDRESS

5935 K-Ville Avenue

Winter Haven, FL 33880

ATTEST

ATTEST

Name (Print)

Name (Print)

Site Location of Scheduled Service Areas For Landscape Maintenance Proposal

LOCATION NAME		COST PER LOCATION
1. Cove Drive ROW	See the attached sheet for the description of each individual location.	\$ 4,733.04
2. Judge Road ROW		\$ 9,838.09
3. Judge Road and Daetwyler Drive ROW		\$ 4,008.86
4. Daetwyler Drive and McCoy Road ROW		\$ 14,066.91
5. Wilkes Avenue ROW		\$ 4,795.72
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7. Hoffner Avenue (west side) ROW		\$ 23,045.69
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9. Windsor Place Ponds: Rothbury Drive		\$ 7,348.68
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SUB-TOTAL		\$ 98,712.00

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Mowing Four (4) Time Per Month (32 cycles)	April-November	\$ 87,744.00
Mowing one (1) Time Per Month (4 cycles)	December-March	\$ 10,968.00
SUB-TOTAL		\$ 98,712.00

Total	36	\$ 98,712.00
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Site Location and Description of Scheduled Service Areas For Landscape Maintenance Proposal

Cove Drive ROW	Northside ROW of Cove Dr from the corner of Conway Rd to the corner of Cove Dr and Cove Dr.
Judge Road ROW	Southside ROW of Judge Road from the corner of Conway Rd going west to the start of the brick wall. Northside ROW at the corner of Judge Rd and Conway Rd- Small triangle area.
Judge Road and Daetwyler Drive ROW	Northside of Judge Rd goes from Conway Lakes Dr going west to the corner of Daetwyler Dr on the west side going south to Warren Park Rd.
Daetwyler Drive and McCoy Road ROW	Westside of Daetwyler Dr ROW from the Sunoco gas station going south to McCoy Rd and west on McCoy Rd northside ROW to Via Flora. There is a small triangle section on the east side of Daetwyler Dr at McCoy Rd.
Wilkes Avenue ROW	A small strip of land at the west end of Wilkes Ave and Woodbine Dr.
Hoffner Ave and LaBelle Street / Wilkes Avenue ROW	Small triangle is located at the corner of Hoffner Ave, LaBelle St, and Wilkes Ave.
Hoffner Ave (westside) ROW	Starting at LaBelle St. - The entire ROW on the southside of Hoffner Ave. all the way to the Hoffner Bridge.
Hoffner Ave (eastside) ROW	Starting on the eastside of the bridge, the entire ROW on both the North and Southside of Hoffner Ave to the end of the brick wall on the north and south sides
Windsor Place Ponds	Rothbury Dr-enter between 3654 and 3660 Rothbury Dr. Chiswick Cir-enter between 5272 and 5278 Chiswick Cir.

General Conditions

Section 00700

ARTICLE 1- PRIOR TO START OF SERVICES

- 1.1 CONTRACTOR shall start to perform the work on the date when the contract time commences to run.
- 1.2 A pre-START meeting will be held immediately prior to the time the contract commences to run. The selected contractor will meet with City officials at this time to discuss the order of maintenance and exchange contact information.

ARTICLE 2- CONTRACTOR'S RESPONSIBILITIES

- 2.1 CONTRACTOR shall supervise and direct the work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the work in accordance with the contract documents. CONTRACTOR shall be solely responsible for the means, methods, techniques, sequences, and construction procedures. CONTRACTOR shall ensure that the finished work complies accurately with the contract documents.
- 2.2 The CONTRACTOR shall keep a competent resident superintendent on the job site at all times during its progress, who shall not be replaced without written notice to OWNER except under extraordinary circumstances. The superintendent will be the CONTRACTOR's representative at the site and shall have the authority to act on behalf of the CONTRACTOR.
- 2.3 The CONTRACTOR shall submit with his Bid in writing the names, mailing addresses, and work items to be completed by all Subcontractors proposed for the work. List all proposed Subcontractors for the work to ensure the Bid is accepted as complete.
- 2.4 The CONTRACTOR shall be fully responsible for all acts and omissions of his Subcontractors and persons and organizations directly or indirectly employed by them. Nothing in the contract documents shall create any contractual relationship between OWNER and Subcontractor, nor shall it create any obligation on the part of the OWNER to pay or to see to the payment of any money due any Subcontractor or other organization, except as required by law.
- 2.5 The CONTRACTOR shall always exercise precautions to protect all persons, including employees and property. The CONTRACTOR shall comply with all laws, regulations, or ordinances related to safety and health. The OWNER may order work to be stopped if conditions present an immediate danger to persons or property. A stoppage of work stipulated by the OWNER due to safety concerns will not constitute grounds for a contract time extension to complete the work.
- 2.6 The OWNER and its agents, employees, and officials, elected and appointed, shall be indemnified and held harmless by the CONTRACTOR from any and all claims resulting in liabilities, damages, losses, and costs. Additionally, the OWNER expressly retains all rights, benefits, privileges, and immunities provided to municipalities by Sovereign Immunity. The CONTRACTOR agrees to pay the cost of the OWNER's legal defense, as may be selected by the OWNER, for all claims described in this paragraph.

- 2.7 The contract price may only be changed by a Change Order. Any claim for an increase in the Contract Price shall be based on written notice delivered to the OWNER within fifteen days after the occurrence of the event giving rise to the claim.
- 2.8 The CONTRACTOR is responsible for all maintenance of traffic as required to route traffic through the work area safely. If a road must be closed to through traffic, the CONTRACTOR shall notify the OWNER and submit the maintenance of the traffic plan for approval before the actual closing.

ARTICLE 3- OWNER'S RESPONSIBILITIES

- 3.1 The OWNER will have the authority to disapprove or reject work that is defective and will also have the authority to require special inspection or testing of the work, whether or not the work is fabricated, installed, or completed.
- 3.2 The OWNER may, at any time, order deletions, additions, or revisions in the work; these will be authorized by written Change Orders. If any change order causes an increase or decrease in the contract price or an extension or shortening of the contract time, an equitable adjustment will be made as provided.
- 3.3 If the work is defective, or CONTRACTOR fails to supply sufficient skilled workmen or suitable materials or equipment, OWNER may order CONTRACTOR to stop the work until the cause of such order has been eliminated.
- 3.4 If the work is defective, or the CONTRACTOR fails to supply sufficient skilled workmen or suitable materials or equipment, the OWNER may do the work and deduct any and all costs to do the work from the next invoice.
- 3.5 The OWNER will make a final inspection and will notify the CONTRACTOR in writing of all particulars in which this inspection reveals that the work is incomplete or defective. After the CONTRACTOR has completed all such corrections to the satisfaction of the OWNER, the CONTRACTOR can make an application for final payment.
- 3.6 The OWNER may terminate the CONTRACTOR if the CONTRACTOR is adjudged bankrupt; repeatedly fails to supply sufficient skilled workers or suitable materials and equipment; repeatedly fails to make prompt payments to subcontractors; violates any laws; disregards the authority of the OWNER.

ARTICLE 4 - INSURANCE REQUIREMENTS

- 4.1 The CONTRACTOR shall purchase and maintain for the entire life of the project, until its final acceptance by the City, such insurance as will protect the CONTRACTOR from claims under Worker Compensation, disability benefit; from claims for damages due to bodily injury, disease or death; from claims insured by usual and unusual liability coverage and from claims insured by usual Commercial General Liability coverage. This includes loss of use resulting therefrom, any or all of which may arise out of the CONTRACTOR's operations, be by the CONTRACTOR, subcontractor, or by anyone employed by any of them.
- 4.2 These certificates and policies shall contain a provision that the coverage will not be canceled, non-renewed, or materially changed until at least sixty (60) days prior written notice of such change has been given to the City. The contractor will be required to replace any expired or canceled policies in like amount to the City's satisfaction. The Certificate of Insurance shall be the ACORD FORM 25-S (7/90), or its successor form, and shall be part of the contract documents.
- 4.3 The City shall be listed as a named insured on all insurance policies and certificates thereof.
- 4.4 The insurance required herein shall be written for not less than the limits of liability specified below based on the bid total of an annual contract (i.e., cost per service of all areas times the number of services in a year) or as required by law, whichever is greater, and shall include the following:
- (a) Workers Compensation Insurance shall be written for not less than any limits for the State of Florida with Coverage B - Employer's Liability limits of not less than:
 - \$100,000 Each Accident Bodily Injury by Accident
 - \$100,000 Each Employee Bodily Injury by Disease
 - \$500,000 Policy Limit Bodily Injury by Disease
 - (b) Commercial General Liability Insurance shall be written on a coverage form as broad as Insurance Services Office (ISO) Form CG 00 01 11 88 or its successor form, including but not limited to the following coverage (any deviation shall be noted on the Certificates of Insurance):
 - Premises and Operations
 - Owners & Contractors Protective
 - Products & Completed Operation
 - Explosion, Collapse & Underground Conditions
 - Blanket Contractual Liability
 - Personal Injury Liability
 - Broad Form Property Damage Endorsement, including Completed Operations
 - Independent Contractors
 - Watercraft - Owned and Non-Owned
 - Pollution Liability (if applicable)

Certain coverages outlined above may not be required if they do not relate to the project, as may be determined at the sole discretion of the City. Commercial General Liability Coverage shall be written on an occurrence basis, and the limits shall be no less than the following amounts for all tiers of contractors and subcontractors:

<u>Contract Value</u>	<u>Limits (not less than)</u>
0- \$25,000	\$300,000 Each Occurrence \$300,000 General Aggregate* \$300,000 Aggregate Product & Complete Operation \$25,000 Fire Damage (any one fire)
\$25,001 - \$250,000	\$500,000 Each Occurrence \$1 Million General Aggregate* \$1 Million Aggregate Product & Comp. Operation \$50,000 Fire Damage (any one fire)
\$250,001 -over	\$1 Million Each Occurrence \$1 Million General Aggregate* \$1 Million Aggregate Product & Comp. Operation \$50,000 Fire Damage (any one fire)

**Note: Commercial General Liability Coverage must be purchased on a project basis.*

(c) Automobile Liability Insurance for the operation, use, maintenance, loading, or unloading of automobiles—ISO Symbol 1 (any auto) or a combination of Symbol 2 (owned autos), Symbol 8 (hired autos), and Symbol 9 (non-owned autos).

<u>Contract Value</u>	<u>Limits (not less than)</u>
0- \$25,000	\$300,000 Combined Single Limit
\$25,001 - \$250,000	\$500,000 Combined Single Limit
\$250,001 -over	\$1 Million Combined Single Limit

ARTICLE 5- TERMINATION / CANCELLATION OF CONTRACT

5.1 General

- A. Termination or cancellation of the contract will not relieve the bidder of any obligations for any deliverables entered into prior to the termination of the contract (i.e., reports, statements of accounts, etc., required and not received).
- B. Termination or cancellation of the contract will not relieve the bidder of any obligations or liabilities resulting from any acts committed by the bidder prior to the termination of the contract.
- C. The bidder may cancel the resulting contract with ninety (90) days' written notice to the City. Failure to give said notice may result in the vendor being barred from bidding on future City Contracts.

5.2 Termination for Default

- A. The City shall notify, in writing, the bidder of deficiencies or default in the performance of its duties under the Contract, and the bidder shall have five (5) calendar days to correct same. Failure of the bidder to remedy said specified items of deficiency or default in the notice by the decision of the (City Manager or the City Manager's designee) within five (5) calendar days of receipt of such notice of such decisions, shall result in the termination of the contract, and the City shall be relieved of any and all responsibilities and liabilities under the terms and provisions of the Contract. In such event, the bidder shall have the right to seek a judicial review of such action within thirty (30) calendar days of same. Bidder shall not be found in default for events arising due to acts of God.

5.3 Termination for City's Convenience

- A. The performance of work under this contract may be terminated in accordance with this clause in whole or from the time in part whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected by the delivery to the bidder of a Notice of Termination specifying the extent to which the performance of work under the contract is terminated and the date upon which such termination becomes effective. Upon such termination for convenience, the bidder shall be entitled to payment, in accordance with the payment provisions, for services rendered up to the termination date, and the City shall have no other obligations to the bidder. Bidder shall be obligated to continue the performance of contract services, in accordance with this contract, until the termination date and shall have no further obligation to perform services after the termination date.

ARTICLE 6- PAYMENT

- A. The City will remit full payment on all undisputed invoices within thirty (30) days from receipt by the appropriate person(s) (to be designated at the time of contract) of the invoice(s) and proof of acceptance of all services ordered. As consideration for the Contractor's satisfactorily performing the Scope of Services set forth in the solicitation and complying with other terms of the resulting Purchase Order or Price Agreement, the City shall pay the Contractor according to the tasks identified in the Scope of Work. Furthermore, Contractor invoices shall be submitted or paid once acceptance from the Project Manager has been received by the Contractor. The Project Manager's acceptance notification shall be attached to the Contractor's invoice.

(The remainder of this page is left blank intentionally)

Scope of Work and Responsibilities

Section 01100

1.0 SCOPE OF WORK

- A. The Contractor shall provide all labor, materials, and equipment to meet all requirements and specifications while under contract with the City of Belle Isle.
- B. **Service will be on four (4) cuts per month from April through November, with a maximum of seven (7) days between cuts. Should a Contractor exceed the seven (7) day maximum, the City shall charge the Contractor the actual cost of the Contractor's costs per cut or the cost to have the City or another Contractor provide the service, whichever is greater.** Exceptions to this policy may be made for circumstances beyond the control of the Contractor, such as uninterrupted rain. Service shall be provided once per month, with a minimum of fourteen days (14) between cuts, during the months of December through March. At no time will the common areas be allowed to become overgrown or not be mowed within the appropriate time period and become less than satisfactory to the area inspector. Cutting height on the mowing machinery should be adjusted to maintain the uniform height of three inches (3") to three and one-half inches (3 1/2 "). The Project Manager shall approve any deviations in writing.
- C. Locations with security fences open only during normal operating hours must be serviced during these hours.
- D. The City shall notify the Contractor of any events where and when the Contractor shall not service a particular site.
- E. **Damage to public and private property—**The Contractor shall take extreme care to safeguard and protect against existing facilities, site amenities, sprinkler systems, windows, vehicles, and personnel on and around the job site. Any damage caused by the contractor to public and/or private property shall be the contractor's responsibility, and the contractor shall pay for said damages at no cost or obligation to the City of Belle Isle.
- F. The Contractor shall work closely with the public works director and public works foreman for each site at all times.
- G. **Non-conformance—**Nonconformance to the specifications contained herein has specific monetary consequences. Payment will not be made for services that do not comply 100% with the bid specifications. Failure by a contractor to perform the quality of work required under this Bid shall be grounds for termination of the resulting contract.

(The remainder of this page is left blank intentionally)

1.1 CONTRACTOR'S RESPONSIBILITIES

A. Site Preparation - Prior to servicing any location, all trash, including, but not limited to, paper, bottles, cans, branches, limbs, palm fronds, rocks, etc., shall be picked up and removed from the service area. All leaves and pine needles on the sidewalks, driveways, parking areas, and roadways shall be blown on the grass and mulched during mowing.

B. Mowing - The Mower shall be equipped with mulching blades and shall be kept sharp to ensure a smooth, clean cut of grass blades. All litter that may be cut up and/or discharged by the mower must be removed prior to mowing. Grass clipping shall not be bagged, they are to be mulched and left. Mulched grass clippings shall be evenly spread, with no piles of grass left. Grass clippings shall not be blown into landscaped beds, sidewalks, or roadways. All turf areas shall be mowed to maintain an attractive appearance at all times. Grass will be cut to the height specified elsewhere in this solicitation. Mowing shall be done to prevent any damage to existing turf. Any lawn areas damaged by the contractor shall be restored at the contractor's expense. Mowing next to buildings shall be far enough away to prevent scraping of the mower against the building. Refer to the University of Florida Extension Service brochures for detailed lawn maintenance specifications.

- ENH-5 Maintenance of St. Augustine grass Lawns
- OH-19 Bermuda grasses for Florida Lawns
- OH-77 Bahia grass Lawn Maintenance Calendar

C. Weeding- Removal of all weeds from the landscaped areas and external planters shall be accomplished by hand for each service. Remove all vines growing on other vegetation, such as bushes, trees, etc. Weeds are defined as any vegetation growth that is present that has not been planted for the specific purpose of landscaping. All storm drain areas shall be kept free of weeds and miscellaneous debris. Bedded areas shall be kept free of weeds and grass clippings by appropriate means. Weed eating around trees shall be done as required, with care not to damage the city's property.

D. Edging- All sidewalks, landscaping beds, curbs, driveways, parking areas, and asphalt roadways shall be edged every time an area is serviced. All walkways, dumpster pads, curbs, asphalt roadways, and streets shall be edged mechanically to maintain a uniform appearance during the growing season. All clippings shall be blown off curbs and walkways. Extreme care shall be taken not to blow clippings and lawn debris into the waterways, landscaped beds, or roadways. Edging of all plant beds shall be done in order to maintain a uniform appearance during the growing season.

E. Trimming - Trim around the perimeter of all buildings, structures, posts, signs, fences, or other objects every time an area is serviced. Trim all tree branches to a height of eight (8) feet above the ground over all sidewalks, walkways, and parking areas in parking lots and roadways. Trim and remove all dead fronds from palm trees. Plants, trees, and shrubs located at intersections and parking lot accesses shall be trimmed in accordance with Department of Transportation, Sight Distance at Intersections Standards. All trimmings shall be picked up and removed from the property.

F. Landscaped Area Weeding - All landscaped areas shall have trash, including but not limited to cigarette butts, litter, foreign growth, limbs, branches, and dead plants, removed by hand every time the location is serviced. Remove all vines. All trash material may be placed in the location dumpster only; all vegetation material shall be removed from the property and disposed of in accordance with Federal, State, and Local laws.

G. Landscaped Area Trimming—All landscaped area plants shall be trimmed monthly. Trimming should maintain the growth pattern of existing plants and prevent growth beyond the boundaries of the planted area onto sidewalks, roadways, and parking areas. All trimmings shall be picked up and removed from the property.

H. Fences—Trim along the base of all fences. Remove vines and other vegetation from all fences. Herbicides may be used only in areas approved personally by the City Manager or Public Works Director to prevent vegetation growth on fence lines. All trimmings shall be picked up and removed from the property.

I. Exterior Planters - Remove all weeds from planters and trim plants to maintain a neat, professional appearance.

J. Clean Up—All trimmings shall be picked up and removed from the property. Blow all walkways, cement areas, roadways, and parking areas clean of vegetation. Normal debris generated in the regular service shall be hauled from the site and included in the bid proposal price. All debris removed from all locations shall be disposed of in a licensed landfill in accordance with local, state, and federal regulations.

K. Herbicide—Defoliant, herbicide, or growth retardant shall not be used in any landscaped area at any time or in other areas without prior written approval by the City Manager or Public Works Director. Herbicides can be used to prevent growth in walkways, parking areas, fences, and hard surface areas only if approved personally by the City Manager or Public Works Director. The fenced areas around A/C units shall be treated with herbicide to prevent vegetation growth. Treat walkways, curb areas, and parking areas to prevent growth in cracks and expansion joints.

L. Pruning - All plants shall be pruned or sheared as required for proper bud development and foliage growth. Pruning of all woody ornamentals and tree branches less than eight (8) feet in height to balance infiltrating light, remove dead wood, and promote maximum health and growth shall be done as required.

M. Leaf removal - All leaves shall be picked up from parking lot areas, sidewalks, and cement areas and removed from the location.

N. On-site meetings shall be scheduled on an as-required basis as determined by the City and/or City Manager or Public Works Director.

O. Appropriately dressed employees shall professionally perform all work. Uniforms that identify the Contractor's firm shall be worn at all times. Appropriate safety equipment shall be available and worn by every employee.

P. The Contractor shall bid on every site within the specified zone. The award will be made by zone total.

Q. The City reserves the right to add or delete sites within this zone. Any requirement for adding additional sites may be negotiated with the successful respondent without going through the bid process as long as the City and the successful respondent come to terms on a fair price based on other similar sites.

R. The next day, after all the work has been completed at all the service locations, the Contractor will send a representative to meet with the owner's staff and visit each location. Both parties will sign off on the inspection sheet to approve or deny the performed work. Upon the owner's inspection with the Contractor's representative, the City will notify the contractor in writing of all particulars in which the inspection reveals that the work is incomplete or defective. The Contractor will have five (5) days to make the needed corrections. Both the City and the contractor will agree on the time to meet.

S. Payment will only be made for services that comply 100% with the bid specifications. The contractor's invoices shall not be submitted or paid until the Contractor has received acceptance from the City that the work has been satisfactorily performed as specified in the contract. All locations not brought back into compliance shall be documented for non-performance as per Section 1.0, letter G. To comply with the communication requirements for this project, the successful vendor shall have a computer with Microsoft Word, a fax machine, and access to an e-mail account.

T. Vehicles shall have the company name and phone number on each side, legible from a distance of fifty (50) feet.

(The remainder of this page is left blank intentionally)

**WEBER ENVIRONMENTAL SERVICES, LLC.
LICENSING**

COUNTY

Polk County Business Tax Receipt	7294
Orange County Business Tax Receipts	3100-501012 – Tree Trimming 3106-501012 – Landscape 1812-501012 – Irrigation
Osceola County Business Tax Receipts	71026 – Landscape/Lawn 129387 – Irrigation
Orange County Competency Card	IS0000277 – Irrigation Specialty
Osceola County Competency Card	IRR-024 – Irrigation
Polk County Certificate of Competency	11701 – Irrigation
Polk County Municipal Board of Examiners	91-40603 - Irrigation

STATE:

Florida Dealer in Agricultural Products License 68736-8	
Irrigation Contractor	Kenneth M. Weber
Irrigation Contractor I.D. #:	11701 - Active
Florida Department of Agriculture Pest	
Winter Haven Control License #:	JB6477
Certified Pest Control Operator:	Kenneth M. Weber - JF159415
Apopka Control License #:	JB179420
Certified Pest Control Operator:	Alan Hirschfelder - JF308379



Thank you for the opportunity to create this custom solution for you. If you have questions, please do not hesitate to contact us!

Miguel Botto
Director of Exterior Services - FL
407-840-0889
mbotto@continuumservices.com



CITY OF BELLE ISLE

LANDSCAPE | IRRIGATION | CONSTRUCTION | GOLF



RFP-2024-03
Landscape Maintenance



PREPARED FOR:

PHIL PRICE
Director of
Public Works
City of Belle Isle

1600 Nela Ave
Belle Isle FL 32809
Phone: 407.851.7730
Email: PPrice@belleislefl.gov
Website: www.belleislefl.gov

Proposal issued:
08/01/2024

Proposal valid for 30 days

08/11/2024

City of Belle Isle, FL
1600 Nela Ave Belle Isle FL 32809

RE: Belle Isle Landscape and Irrigation Maintenance Request for Proposal

Dear Phil Price and the City of Belle:

I personally want to thank you for considering Down To Earth as your Landscape Maintenance partner and for inviting us to participate in your RFP. We are confident that the following information will assist you with making the best decision. We appreciate all the time you have taken to ensure we are submitting the most accurate proposal that reflects the expectations of the community.

Down To Earth has been in business for more than 30 years and we pride ourselves on providing superior service that brings "Natural Joy" to our customers. We understand the high standards our customers require and constantly seek to be the "Service Provider of Choice" in the green industry by delivering uncompromising quality that will exceed your expectations. There are many choices for your landscape management services, but what makes Down To Earth different is our ICARE values.

INTEGRITY

- We act with honesty, transparency, and reliability, always doing what is right for our customers, our environment, and our teams.

COMMUNITY

- We are one team that respects and cares for each other, continuously striving to beautify and improve the communities we serve.

ACCOUNTABILITY

- We meet our commitments to each other and to our valued customers and act if we fall short of expectations.

RELENTLESSNESS

- We are constant in our efforts to provide solutions to customers and to satisfy their needs.

EXCELLENCE

- We strive to deliver best in class quality and safety while improving our services and results every day.

Thank you for your consideration and we look forward to the opportunity of working with you to achieve your landscape vision and experiencing the Down To Earth Difference!

Respectfully,

George J Travis
Business Development Manager
Direct 321.239.0067
George.Travis@down2earthinc.com

COMPANY OVERVIEW

WHO WE ARE AND WHAT MAKES US DIFFERENT



EXPERIENCE THE DOWN TO EARTH DIFFERENCE

Down To Earth is a premier, full-service landscape company proudly providing maintenance, irrigation, design, and construction services serving multiple regions across Florida.



Specializing in large-scale commercial, residential, and resort services, we deliver unparalleled service and unmatched quality from design and installation to ongoing maintenance.

ABOUT US

Founded in 1989 as a **landscape & irrigation installation company**, DTE expanded to include a **landscape maintenance division** and **golf division** to meet the increasing demand from our clients. Today, Down To Earth continues to grow with over 1,400 team members that operate out of 15 branch locations and 30+ golf courses.

OUR GOAL

Down To Earth's goal for all three divisions is to approach it with the same business strategy and principles that have made the company a success for 30+ years: surround yourself with great people that demonstrate our **"ICARE"** values and offer a service that brings **"Natural Joy"** to our customers.

CERTIFIED & EXPERIENCED

- Certified State Licensed Irrigation Contractor
- Certified Golf Course Superintendents
- Certified State Licensed Pest Control Operators
- Certified Rain Bird Maxicom Operator
- Certified Arborists
- Certified Horticulturists
- Certified Employees in Maintenance of Traffic
- Green Industries Best Management Practices
- On-Staff Mechanics (Certified Diesel Mechanics and 2-Cycle Mechanics)

450+ VEHICLES

- Maintenance/Construction Trucks
- Irrigation Vans
- Enclosed Trailers/Dump Trailers
- Large Semi-Trucks, Goose Neck Trucks



Map Data ©2022 Google, INGEI

LOCATIONS

CENTRAL

- Lake Nona
- Mount Dora
- Orlando
- Sanford
- The Villages

SOUTHEAST

- Vero Beach
- Fort Pierce
- Viera
- West Palm Beach

SOUTHWEST

- Sarasota
- Ruskin
- Fort Myers
- Naples
- Tampa

NORTH

- Jacksonville
- St. Augustine

COMPANY SAFETY PLAN

OUR NUMBER ONE PRIORITY



THE TEAM THAT CARES

Down To Earth understands that safety is the number one priority for both you and our employees. All personnel wear the following necessary protective equipment during the performance of their duties:

- DTE branded protective clothing, reflective, high visibility shirts, and safety vests.
- Protective eye wear or face shields
- Respiratory protection
- Gloves
- Ear/Hearing protection

Down To Earth personnel will adhere to all local, state, and federal safety guidelines and will observe all safety precautions when performing services on property, roadways and rights-of-way. The following measures will be employed when active in these areas:

- Safe location of parked vehicles
- Use of safety cones/signage
- Flag personnel as necessary

HIRING PROGRAM

- Mandatory drug screening prior to employment – zero-tolerance policy.
- Each new employee must complete our “**Green Vest Training**” program that focuses on the safe operation of all equipment and machinery.

PREVENTIVE MAINTENANCE PROGRAM

- Participate in weekly “toolbox talks” to review the correct maintenance procedures and inspect current equipment.
- Equipment is cleaned and maintained daily which includes sharpening mower blades and servicing equipment to ensure proper working order.
- Weekly **Vehicle Condition Report** to ensure that all repairs and maintenance have been completed.
- Monthly **Branch & Site Audits** to ensure compliance.

SAFETY TRAINING PROGRAM

- Employees participate in scheduled equipment training programs demonstrating the correct way to operate machinery and tools utilized for day-to-day job activities.
- Fertilizer/Pest Control Applicators take the Florida Best Management Practices Class and stay current on all continuing education units.
- Weekly Safety topic as well as scheduled Safety bulletins to raise awareness and reinforce training.

LICENSES, CERTIFICATIONS, & INSURANCE BONDING



To deliver the very best customer service, we currently hold the following licenses, certifications, and insurance bonding:

- BMP Certified– Florida Green Industries
- Florida Department of Agriculture and Consumer Services, Certificate of Nursery Registration
- Florida Department of Agriculture and Consumer Services Certified Pest Control Operator
- Florida Department of Agriculture and Consumer Services Registered Pest Control Firm
- Florida Department of Agriculture and Consumer Services, License as Dealer in Agriculture Products
- Florida Nursery, Growers and Landscape Association (FNGLA) – Certified Horticulture Professional (FCHP)
- FNGLA Certified Horticulturalists Florida Nursery, Growers and Landscape Association (FNGLA) – Florida Certified Landscape Contractor (FCLC)
- International Society of Arboriculture (ISA), Certified Arborist
- Rain Bird – Certified Maxicom Operator, Maxicom Software Level 1 and 2, Maxicom Hardware Level 1 & 2

All certificates & licenses are available upon request.

Licenses & Certifications



Licenses & Certifications



Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida
dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

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




PARRISH, SHANE
DOWN TO EARTH II
2701 MAITLAND CENTER PKWY STE 200
MAITLAND FL 32751

LICENSE NUMBER: SCC131152749

EXPIRATION DATE: AUGUST 31, 2024

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.



This is to Certify that

Shane Parrish

Has completed the requirements of the Rain Bird Factory Trained Program and has received the designation of:

Maxicom Operator

Orlando, FL - June 09, 2021

20 CEU Hours



Designation Expiration 6/9/2024 Robert Pfell, Marketing Group Manager – Services, Rain Bird International, Inc. - Services Division

Student ID 1696585

RAIN BIRD

STATE OF FLORIDA Department of Agriculture and Consumer Services BUREAU OF LICENSING AND ENFORCEMENT		
Date	File No.	Expires
November 9, 2023	JB251107	October 31, 2024
THE PEST CONTROL COMPANY FIRM NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING: October 31, 2024		
		AT
27185 CR 448A MOUNT DORA, FL 32757		Lawn and Ornamental
DOWN TO EARTH 2701 MATTLAND CENTER PKWY STE 200 MATTLAND, FL 32751		
 WILTON SIMPSON, COMMISSIONER		

STATE OF FLORIDA Department of Agriculture and Consumer Services BUREAU OF LICENSING AND ENFORCEMENT	
DOWN TO EARTH 27185 CR 448A PEST CONTROL COMPANY FIRM	
JB251107	
HAS PAID THE FEE REQUIRED BY CHAPTER 482 FOR THE PERIOD EXPIRING October 31, 2024	
 Signature	
 COMMISSIONER	

Walter Cant
 Wallet Card - Fold Here

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

Bid Forms

Section 00300

Contractors Name: SSS Down To Earth OPCO, LLC
Project Identification: **Bid # 2024-03 LANDSCAPE MAINTENANCE**
Owner: **CITY OF BELLE ISLE**

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the City in the form included in this document to complete all work as specified or indicated in the Project Manual for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the document.
2. The Bidder certifies that they have investigated the requirements to do business in the project jurisdiction and that they are either qualified to do business or will obtain such pre-qualification before the contract is awarded.
3. The Bidder accepts all the terms and conditions in this document, including, without limitation, those dealing with the disposition of Bid Security (if applicable). This Bid will remain open for 60 days after the day of the Bid Opening. The Bidder will sign the Agreement and other documents required by the Contract Documents within ten days after the City's Notice of Award date.
4. In submitting this Bid, the Bidder represents, as more fully set forth in the Agreement, that:
 - a) The Bidder has examined copies of all Contract Documents and the following addenda:

Date: 08/01/2024 Number: 1

- b) The Bidder has examined the site and locality where the work is to be performed and the conditions affecting the cost, progress, or performance of the work and has made such independent investigations as the Bidder deems necessary.
 - c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation or solicited any other Bidder to submit a false or sham Bid, and the Bidder has not sought by collusion to obtain for themselves any advantage over any other Bidder or the City.
5. **BIDDER will complete the Work for the following prices:**

The terms of the contract will be for one (1) year from the date of the agreement. The City has the option to exercise five (5) one-year renewals on the same terms and conditions of the original contract, with the exception of the contract price, which will be adjusted by 90% of the Consumer Price Index of the Southern States.

The undersigned hereby declares that they have carefully examined the individual sites listed on the bid form and will complete the LANDSCAPE MAINTENANCE according to the specifications herein. The terms used in this Bid were submitted to the City of Belle Isle on the 1st of August 2024.

By: Tom Lazzaro
Individual's Name - Signature

Tom Lazzaro
Individual's Name - Printed

doing business as SSS Down To Earth OPCO, LLC (business name)

Business Address: 500 Winderley Place #222 Maitland FL 32751

Business Phone No.: 321.263.2700

Business Fax No.: 1.352.251.0290

Email: Tom.Lazzaro@down2earthinc.com

Communications to the BIDDER concerning this Bid shall be addressed to:

Mailing Address: _____

Street Address: _____

City, State and Zip: _____

Telephone No.: _____

Fax No.: _____

Email: _____

Drug-Free Workplace Certification

Section 00300

Identical or "Tie" Bids:

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals that are equal in respect to price, quality, and service are received by the State or by any political subdivision for procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. To have a drug-free workplace program, a business shall:

1. Publish and pass out to each employee a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace.
2. Inform employees about the dangers of drug abuse in the workplace and the penalties that may be imposed upon employees for drug abuse violations.
3. Inform employees that the employer must be notified of a workplace violation no later than five (5) calendar days after a conviction.
4. Impose sanctions on or require satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
5. By implementing this section, Make a good-faith effort to maintain a drug-free workplace.

Tom Lazzaro 8/11/24
 Name (signature) Date

Tom Lazzaro
 Name (printed)

Chief Executive Officer
 Title

Public Entity Crimes – Sworn Statement

Section 00300

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of a period of 36 months from the date of being placed on the convicted vendor list.

Pursuant to Section 287.134(2) (a), Florida Statutes, an entity or affiliate placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity.

This sworn statement by Tom Lazzaro
Name and title of business representative

who is authorized to represent SSS Down To Earth OPCO, LLC
Business name

hereby specifies that neither the entity submitting this statement nor any officers, directors, executives, partners, employees, shareholders who are active in the management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

Tom Lazzaro
Signature

08/01/2024
Date

STATE OF FLORIDA
COUNTY OF ORANGE

Personally appeared before me, the undersigned authority, on this 1st day of August, 2024.

Lucia D. Lindell
Notary Public



9/16/24
Commission Date

Form of Agreement

Section 00500

THIS AGREEMENT made and entered into on the _____ day of _____, 20____, by and between SSS Down To Earth OPCO, LLC, party of the first part and the City of Belle Isle, Florida, party of the second part.

WITNESS:

That the first party, for the consideration hereinafter fully set out, hereby agrees with the second party as follows:

That the first party shall furnish all material and perform all the work for **LANDSCAPE MAINTENANCE CONTRACT NO. _____** in full part and complete accord with Contract Documents contained herein.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE EXECUTED THIS agreement on the day and date first above written in two (2) counterparts, each of which shall, without proof or accounting for the other counterpart, be deemed an original contract.

This Agreement will be effective on the _____ day of _____, 20____. OWNER:

OWNER

CONTRACTOR

Signature

Signature

Name (Print)

Name (Print)

Title

Title

ADDRESS

ADDRESS

ATTEST

ATTEST

Name (Print)

Name (Print)

**ADDENDUM 1
TO
CITY OF BELLE ISLE
REQUEST FOR PROPOSALS
Landscape Services
RFP# 2024-03**

This Addendum is issued on July 18, 2024, and does not change the submission date of August 1, 2024, at 3 pm.

- **Sign-in Sheet – Pre-Bid Meeting on July 17, 2024**
- **Map showing landscaping areas for service as noted on RFP- Page 11**

**BELLE ISLE RFP # 2024-03
REQUEST FOR PROPOSAL LANDSCAPE MAINTENANCE**

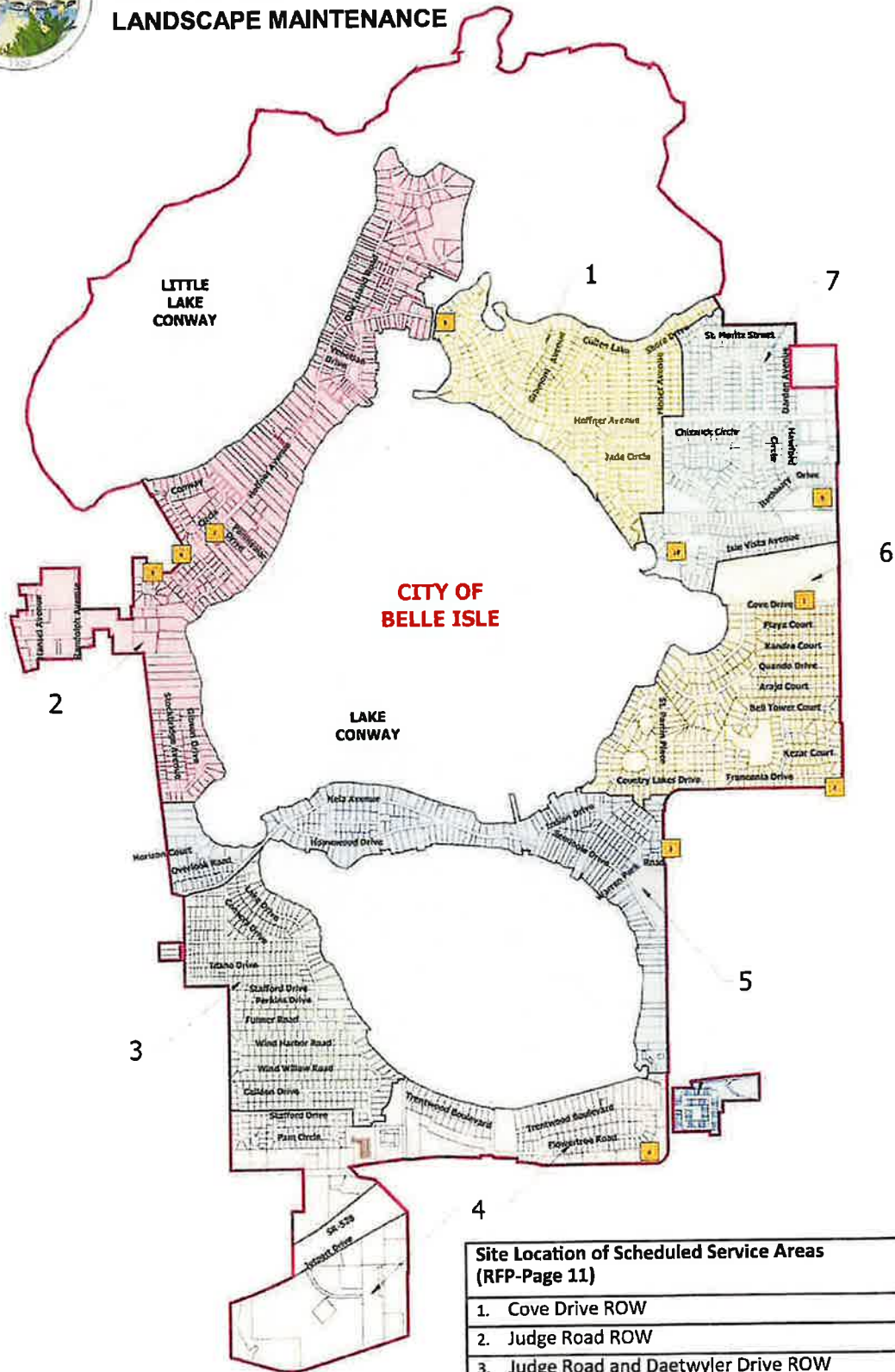
PRE BID MEETING ON SITE (MANDATORY) – July 17, 2024

Company Name	Representative	Email	Phone Number
Doyle Land Systems	John Doyle	jdoyle@doylelandsystems.com	407.468.0200
Univer Landscaping	Rod Leon	rodri@oleon@univerlandscaping.com	(239)-446-9529
Down To Earth	GEORGE TRAVIS	GEORGE.TRAVIS@DOWNTOEARTHINC.COM	321.239.8067
Down To Earth	Carvin Sumner	carvin.sumner@down2earthinc.com	407-600-5125
Weber Environmental	Jeremy Browne	J.Browne@weberes.com	239-272-9301
Yellowstone Landscape	Brandon Ryle	bryle@yellowstonelandscape.com	907-625-782
Sumner Mowen Men	Gus Lasso	Sales@MowenMen.com	407 468-0637



**City of Belle Isle
REQUEST FOR PROPOSAL - 2024-03
LANDSCAPE MAINTENANCE**

b.

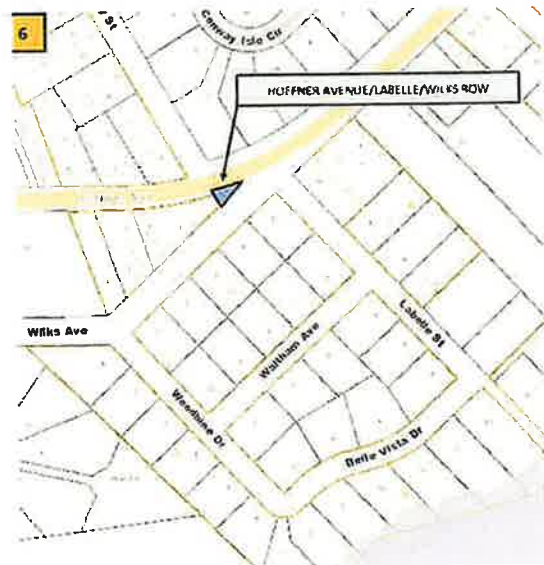
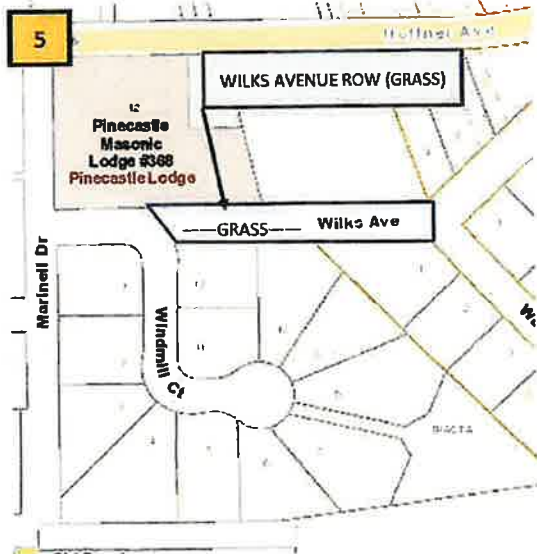
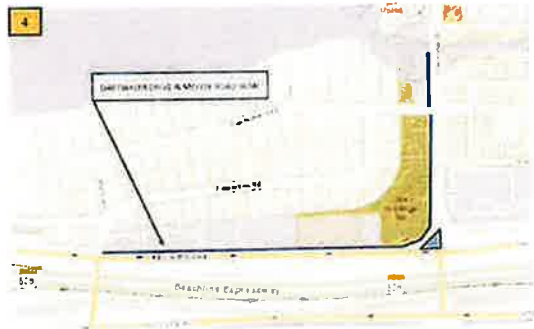


- Number 1-7 (Black) - Districts
- Box Numbers (Yellow) - Mow

Site Location of Scheduled Service Areas (RFP-Page 11)	
1.	Cove Drive ROW
2.	Judge Road ROW
3.	Judge Road and Daetwyler Drive ROW
4.	Daetwyler Drive and McCoy Road ROW
5.	Wilkes Avenue ROW
6.	Hoffner Avenue and LaBelle Street/Wilkes ROW
7.	Hoffner Avenue (west side) ROW
8.	Hoffner Avenue (east side) ROW
9.	Windsor Place Ponds: Rothbury Drive
10.	Windsor Place Ponds: Chiswick Circle



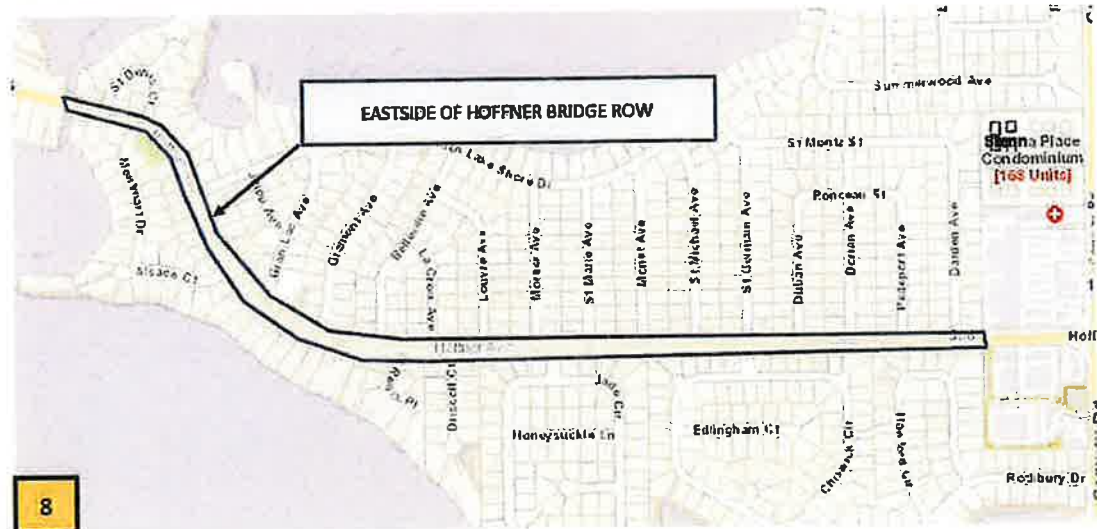
CITY OF BELLE ISLE
REQUEST FOR PROPOSAL 2024-03: LANDSCAPE MAINTENANCE





CITY OF BELLE ISLE

REQUEST FOR PROPOSAL 2024-03: LANDSCAPE MAINTENANCE



APPROACH TO SERVICES

AN OVERVIEW OF WHAT WE DO & HOW WE DO IT



We are driven by bringing natural joy to every client and property we service.

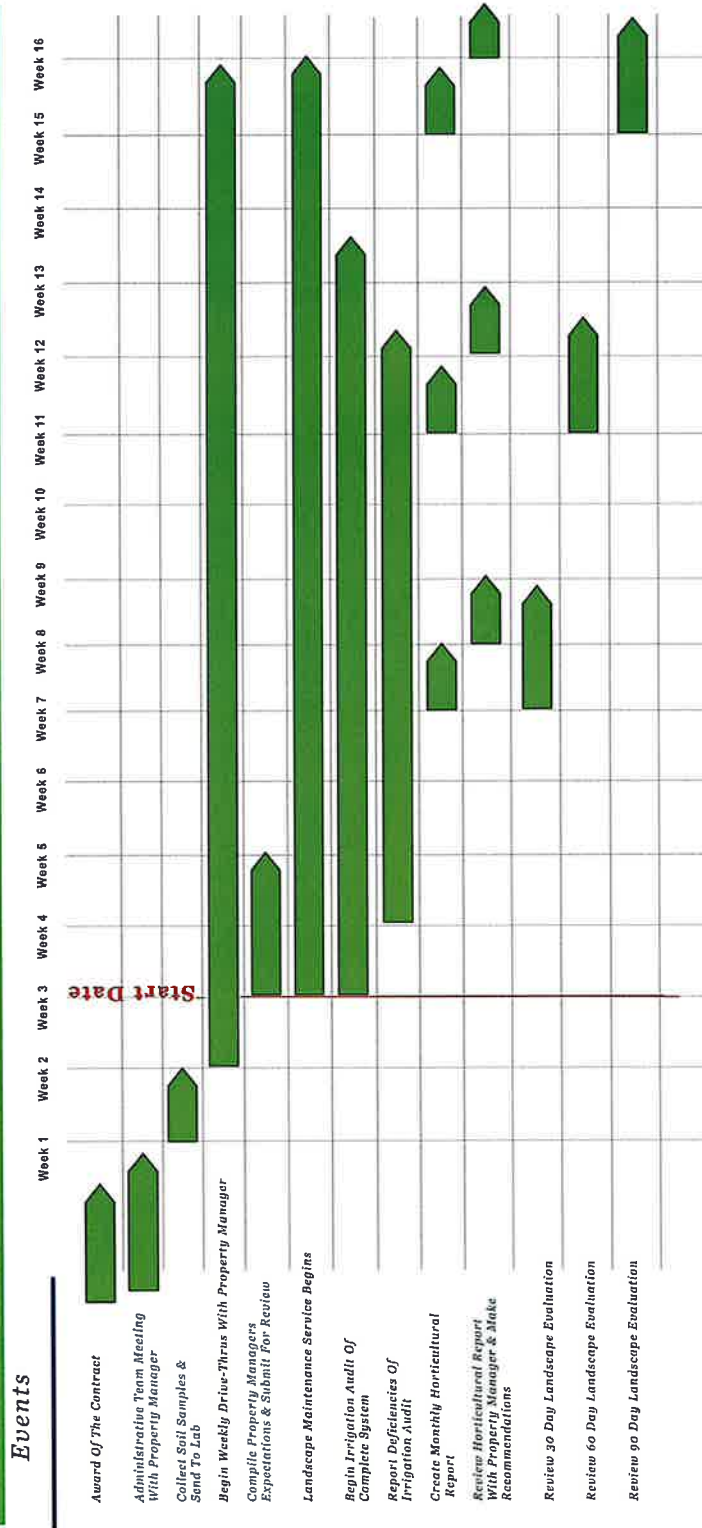
CORE COMPETENCIES

- MAINTENANCE
- IRRIGATION
- CONSTRUCTION
- ENHANCEMENTS & INSTALLATION
- FERTILIZATION & PEST CONTROL
- GOLF



MANAGEMENT TIMELINE

Preliminary Landscape & Irrigation Management Timeline



Events

MAINTENANCE SERVICES AVAILABLE

MOWING

Each turf variety is mowed based on area and site conditions to prescribed heights.

TRIMMING & EDGING

Performed around beds, curbs, streets, trees, and buildings.

IRRIGATION

From system installation to regular checks & audits and on-going maintenance of the irrigation system.

FERTILIZATION

Property specific blends are applied using proper fertilization techniques by licensed professionals.

INSPECTIONS & MANAGEMENT

Regular inspections are performed to examine the condition of the landscape and identify solutions to potential problems.

PEST & WEED CONTROL

Property will be treated chemically to effectively control insect infestation and disease in line with BMP guidelines.

TREE PRUNING

Trees shall be maintained with clear trunks to facilitate proper growth and provide 12'-15' clearance.

MULCHING

Applied to beds and/or bare grounds to moderate soil temperature and retain moisture for healthy plants.

ANNUAL FLOWERS

Proper spacing will be utilized per plant species variety to ensure proper growth.

DESIGN & INSTALL

In house capability to provide full design and install of new material to bring your vision to life.

STORM PREPARATION & REPARATION

In cases of storms or natural disasters, we can provide help to prepare and repair landscapes if requested.

For more details of our services, FAQs, and services beyond maintenance services we offer, please visit www.dtelandscape.com/all-services/

Note: Detailed scope of services included with pricing and contract.

STATE OF THE ART SERVICE

LATEST TECHNOLOGY



- Down To Earth leverages the latest technology and our expert staff to deliver best-in-class service with a commitment to stay on the cutting-edge of landscaping, irrigation systems, fertilization & pesticide practices, and systems.
- Down To Earth actively partners with our suppliers, industry associations, universities, and technology providers to incorporate their products into our services or provide feedback to help the industry including drones and autonomous mowers.



UF IFAS
UNIVERSITY of FLORIDA

UNIVERSITY OF FLORIDA INSTITUTE OF FOOD AND AGRICULTURAL SCIENCES (UF/IFAS)

- We work with the University of Florida Institute of Food and Agricultural Sciences (UF/IFAS) to enhance our fertilization formulas and schedules to allow for custom blends based on soil samples, water quality, water availability and climate.



INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA) CERTIFIED ARBORISTS

- When it comes to tree care, Down To Earth remains at the forefront of botanical practices to optimize proper pruning and trimming. We have implemented a best-in-class hybrid approach utilizing the expertise of in-house and vendor-partnered International Society of Arboriculture (ISA) Certified Arborists.



INTEGRATED PEST MANAGEMENT (IPM)

- We have an industry-leading pest control program based on Integrated Pest Management (IPM) principles - a sustainable, science-based process that combines biological, physical, and chemical tools to identify, manage and reduce threats from pests in a way that minimizes overall economic, health and environmental risks.

CUSTOMER SERVICE & COMMUNICATION

CUSTOMERLINK™ WORK ORDER SYSTEM

Through access to a dedicated website, homeowners can report issues, ask questions, and provide direct service feedback. Benefits of CustomerLink™ include:

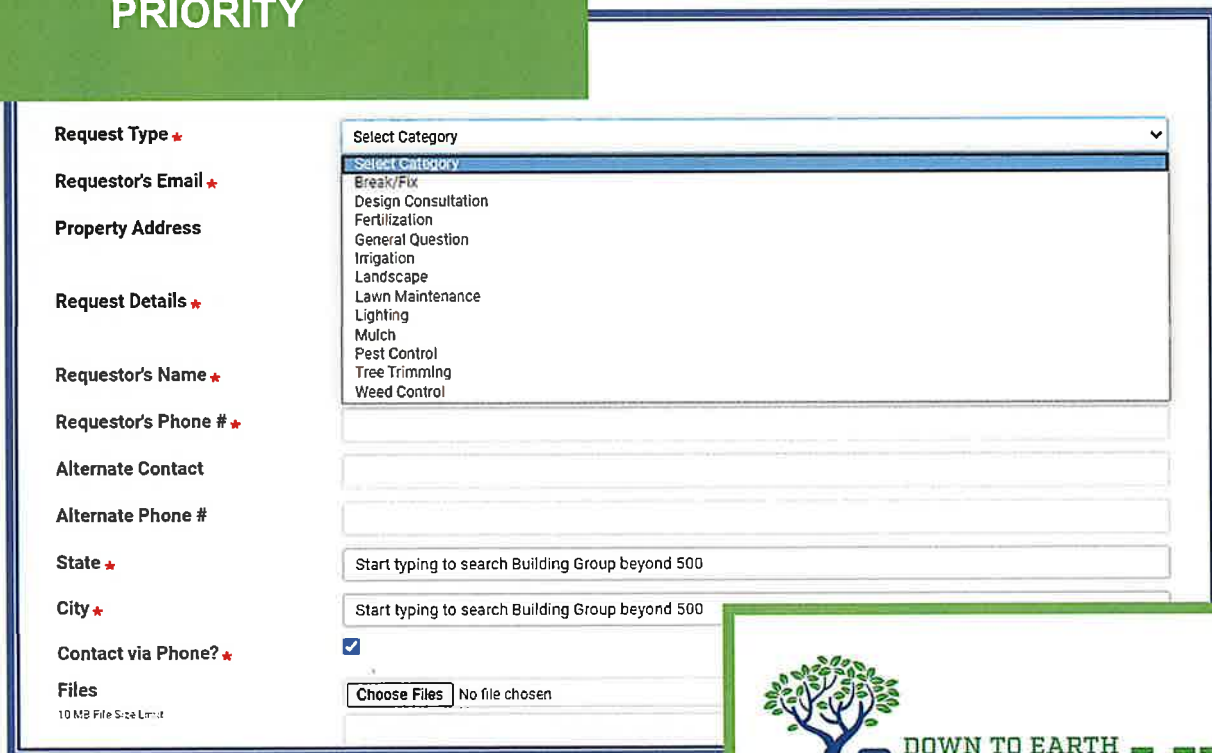
- Work order management
- Intuitive interface and ease of use
- Email alert notification on work order status

CUSTOMER COMMITMENT

Should an issue arise on your property, you can call or email any of our key personnel since all managers and technicians have been equipped with email access via phone or through their vehicle laptops. Additionally, we can be reached via the following:

- Website Customer Form
- Dedicated Branch Phone Number
- Emergency After Hours Phone Number

TIMELY COMMUNICATION AND TRACKING REQUESTS ARE A TOP PRIORITY



The screenshot shows a web form for submitting a request. On the left is a vertical sidebar with labels: Request Type, Requestor's Email, Property Address, Request Details, Requestor's Name, Requestor's Phone #, Alternate Contact, Alternate Phone #, State, City, Contact via Phone?, and Files. The main form area contains a 'Select Category' dropdown menu with options: Break/Fix, Design Consultation, Fertilization, General Question, Irrigation, Landscape, Lawn Maintenance, Lighting, Mulch, Pest Control, Tree Trimming, and Weed Control. Below the dropdown are several empty text input fields. At the bottom of the form, there is a 'Choose Files' button and a 'No file chosen' message. A search bar with the placeholder text 'Start typing to search Building Group beyond 500' is also visible.



DISASTER & STORM RELIEF PROTOCOL



Down To Earth understands firsthand the unpredictability of the weather. There have been many occasions throughout the years where we have offered immediate disaster and storm relief, in addition to frost protection services to our clients. Our extensive resources allow us to act quickly and address any issues efficiently and in a timely manner.

SUPPLEMENTAL CREWS

- Supplemental to our current maintenance teams, we have additional enhancement resources that can be made available to restore your property to pre-disaster condition. Furthermore, if necessary, our Construction Division employees are working in Florida year-round and can always offer additional help.

NECESSARY EQUIPMENT

- While adequate manpower is essential, having the necessary equipment is vitally important in these types of extreme situations. DTE has a deep inventory of equipment including loaders and dump trucks that can be redeployed statewide to meet the demands of any emergency.

PREVENTIVE MEASURES

- For more than 30 years, our track record has proven that we will do everything possible to protect our clients' interests and eliminate potential problems during hurricanes, storms, and frost by implementing preventative measures such as pre-storm tree trimming, removal of loose debris, and use of frost cloths.



When disaster strikes, you can count on Down To Earth to keep your property safe, healthy, and operating smoothly.

Please note this is an additional service. Refer to scope of services for a list of all services within the agreement.

DTE EQUIPMENT LIST

Augers/Tillers for Annual Beds	30	PSI Washer	30
Dump Trailer	23	Pull Behind Buffalo Blower	23
Dump Trailer with Large Leaf Vacuum	2	Roller	2
Dump Trucks	3	Semi with Drop Trailer	3
Enclosed Trailer	98	Service Truck	3
GMC/Chevy 1500 Crew Cab	35	Skid steer	2
GMC/Chevy 2500 Extra Cab	89	Smithco Sprayer (Fert/Pest)	15
GMC/Chevy Van	12	Sodcutter	15
Golf Cart	60	Stihl Backpack Blowers	600
Hustler 104" Commercial Mower	3	Stihl Edgers	375
John Deere 21" Commercial Mower	60	Stihl Long Trimmers	375
John Deere 36" Commercial Mower	53	Stihl Medium Trimmers	300
John Deere 48" Stand Up Mower	15	Stihl Pole Saw	120
John Deere 60" Commercial Mower	225	Stihl Short Trimmers	225
John Deere 72" Commercial Mower	128	Stihl Weedeaters	375
John Deere Gator Spray Unit (Fert/Pest)	23	TCM Loaders	20
John Deere Gators (2 Seat)	38	Toro Side Winder	3
John Deere Gators (4 Seat)	15	Tractor with Bushhog	6
8' Ladders	113	Tractor with Disk	2
Large Isuzu Truck with Landscape Bed	3	Trenchers	14
Large Truck with Gooseneck Trailer	5	Vortex Blower	38
Leaf Vacuum	5	Water Trailer	6
8' Open Trailer	48	Water Truck	3
20' Open Trailer	45	"Z" Sprays (Fert/Pest)	14



PERSONNEL

MEET THE TEAM



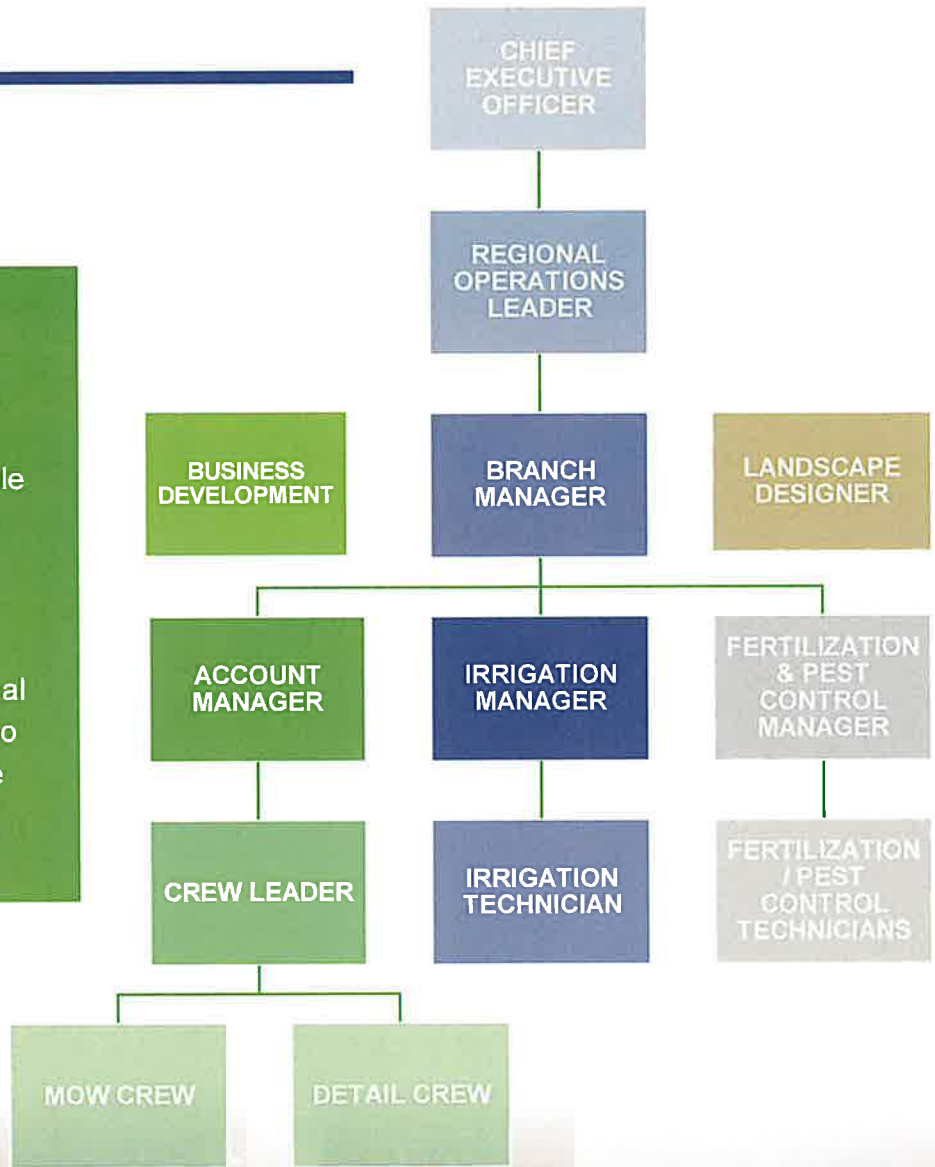
Our highly skilled and trained landscape technicians will be onsite to care for your property each day, supported by our staff of certified horticulturalists, arborists, pest control operators, and irrigation specialists.

**OUR TEAM IS COMMITTED TO CREATING
THE HEALTHIEST AND MOST VIBRANT
LANDSCAPE FOR YOU**

ORGANIZATIONAL CHART

One of the keys to Down To Earth's success is the ability to provide the care and attention of a local company but with the scale and resources of a larger enterprise.

This alignment from the CEO down to the individual crew members is critical to delivering our vision to be the "Service Provider of Choice".



YOUR DEDICATED LANDSCAPE TEAM

Down To Earth approaches each project with the same strategy and principles that have made us successful for 30 years: surround yourself with great personnel and offer services that exceed client expectations.



REGIONAL OPERATIONS LEADER

- Corvin Farmer | Corvin.Farmer@down2earthinc.com
- Leads the region and provides support and resources.

BRANCH MANAGER

- Kehana Burnett | Kehana.Burnett@down2earthinc.com
- Leads multiple field teams and is responsible for the operations for your property.

ACCOUNT / PROJECT MANAGER

- TBD
- Manages the on-site maintenance crews as the primary onsite point of contact.

BUSINESS DEVELOPMENT

- George J Travis | George.Travis@down2earthinc.com
- Provides key information on services to ensure a smooth onboarding process.

SR. LANDSCAPE DESIGNER

- Josephine Weller | Josephine.Weller@down2earthinc.com
- Creates beautiful custom landscapes as an industry trained professional.

EXPERIENCE

YOUR TEAM'S BACKGROUND

CORVIN FARMER

REGIONAL OPERATIONS LEADER

SUMMARY

Business professional focused on supporting cross-functional teams to increase customer satisfaction through process improvements. Exceptional knowledge of developing strategic plans to drive efficiencies and achieve excellence. 15 years of experience in the green industry implementing marketing strategies and accomplishing revenue goals.

QUALIFICATIONS

- Certified in Best Management Practices of the Florida Green Industries-University of Florida
- Licensed Commercial Fertilizer Applicator by the Florida Dept. of Agriculture
- FNGLA Certified Horticultural Professional
- Certified Pest Control Operator

EXPERIENCE

Down To Earth - Market Operations Leaders Down	2023 - Present
To Earth - Continuous Improvement Manager	2022 - 2023
Down To Earth - Branch Manager SW Orlando	2021 - 2022

EXPERIENCE

YOUR TEAM'S BACKGROUND

Kehana Burnett
Branch Manager - Patch Road

Summary

Dynamic Manager offering 15+ years of experience and expertise in building professional partnerships, relationship management, account management, and business development. Strong woman leader with proficiency in growing professional networks, influencing decision-makers, and devising successful strategies.

Qualifications

- Certified in Best Management Practices of the Florida Green Industries – University of Florida
- Turf management, irrigation, and new construction installation

Work Experience

Down To Earth – Branch Manager	2024 - Present
Account / Enhancement Manager	2019 - 2023
Business Development	2017 - 2019
Property Manager	2015 - 2017

HAPPY PARTNERS

"Please give my thanks to everyone who had a part of this contribution! I love working with DTE. Everyone from Diego, Carlos, Karen, Sean, and Gary have been a pleasure to work with."
– Property Manager, GreyCo Properties



Avalon Park POA

- Sara Cortes - Leland Management



Fountain Parke HOA

- Diane Busby - Premier Management



Margaritaville Orlando

- Derick Langel - landscape architect



Ligonier Academy

- Ryan Sharp - Ligonier Ministries



Paradise Palms Resort

- Craig Crenshaw - First Service Residential

City of Belle Isle

FLORIDA

PROPOSAL PRICING



**BASED ON OUR DISCUSSIONS AND ASSESSMENT OF YOUR PROPERTY,
PLEASE SEE THE PROPOSED SERVICES AND PRICING WE CAN PROVIDE
TO BEST SERVE YOUR PROPERTY.**

Site Location of Scheduled Service Areas For Landscape Maintenance Proposal

LOCATION NAME		COST PER LOCATION
1. Cove Drive ROW	See the attached sheet for the description of each individual location.	\$ 2,510.31
2. Judge Road ROW		\$ 3,267.81
3. Judge Road and Daetwyler Drive ROW		\$ 4,503.71
4. Daetwyler Drive and McCoy Road ROW		\$ 7,978.84
5. Wilkes Avenue ROW		\$ 2,485.89
6. Hoffner Avenue and LaBelle Street/Wilkes ROW		\$ 182.41
7. Hoffner Avenue (west side) ROW		\$ 2,602.25
8. Hoffner Avenue (east side) ROW		\$ 39,120.12
9. Windsor Place Ponds: Rothbury Drive		\$ 9,310.94
10. Windsor Place Ponds: Chiswick Circle		\$ 15,589.74
SUB-TOTAL		\$ 87,552.00

MOW SCHEDULE	MOW TIME FRAME	COST PER SERVICE
Mowing Four (4) Time Per Month (32 cycles)	April- November	\$ 58,368.00
Mowing one (1) Time Per Month (4 cycles)	December- March	\$ 29,184.00
SUB-TOTAL		\$

Total		\$ 87,552.00
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Site Location and Description of Scheduled Service Areas For Landscape Maintenance Proposal

Cove Drive ROW	Northside ROW of Cove Dr from the corner of Conway Rd to the corner of Cove Dr and Cove Dr.
Judge Road ROW	Southside ROW of Judge Road from the corner of Conway Rd going west to the start of the brick wall. Northside ROW at the corner of Judge Rd and Conway Rd- Small triangle area.
Judge Road and Daetwyler Drive ROW	Northside of Judge Rd goes from Conway Lakes Dr going west to the corner of Daetwyler Dr on the west side going south to Warren Park Rd.
Daetwyler Drive and McCoy Road ROW	Westside of Daetwyler Dr ROW from the Sunoco gas station going south to McCoy Rd and west on McCoy Rd northside ROW to Via Flora. There is a small triangle section on the east side of Daetwyler Dr at McCoy Rd.
Wilkes Avenue ROW	A small strip of land at the west end of Wilkes Ave and Woodbine Dr.
Hoffner Ave and LaBelle Street / Wilkes Avenue ROW	Small triangle is located at the corner of Hoffner Ave, LaBelle St, and Wilkes Ave.
Hoffner Ave (westside) ROW	Starting at LaBelle St. - The entire ROW on the southside of Hoffner Ave. all the way to the Hoffner Bridge.
Hoffner Ave (eastside) ROW	Starting on the eastside of the bridge, the entire ROW on both the North and Southside of Hoffner Ave to the end of the brick wall on the north and south sides
Windsor Place Ponds	Rothbury Dr-enter between 3654 and 3660 Rothbury Dr. Chiswick Cir-enter between 5272 and 5278 Chiswick Cir.

Proposal Pricing Breakdown

RFP-2024-03
Landscape Maintenance

	<u>Annual Price for each</u>	<u>price per cut Each (36 cuts)</u>
1. Cove Drive ROW	\$ 2,510.31	\$69.73
2. Judge Road ROW	\$ 3,267.81	\$90.77
3. Judge Road and Daetwyler Drive ROW	\$ 4,503.71	\$125.10
4. Daetwyler Drive and McCoy Road ROW	\$ 7,978.84	\$221.63
5. Wilkes Ave ROW	\$ 2,485.89	\$69.05
6. Hoffner Ave and LaBelle Street / Wilkes ROW	\$ 182.41	\$5.07
7. Hoffner Ave (West Side) ROW	\$ 2,602.25	\$72.28
8. Hoffner Ave (East Side) ROW	\$ 39,120.12	\$1,086.67
9. Windsor Place Ponds: Rothbury Drive	\$ 9,310.94	\$258.64
10. Windsor Place Ponds: Chiswick Circle	\$ 15,589.74	\$433.05
Grand Total	\$ 87,552.00	\$2,432.00
Price per Service (36)	\$2,432.00	4 man crew / 2 full days

City of Belle Isle prospers when partnered with a company that is the right fit – such as Down To Earth!

b.

Belle Isle RFP # 2024-03

City of Belle Isle 1 Cove Dr ROW Cove Dr, Belle Isle, FL 32812

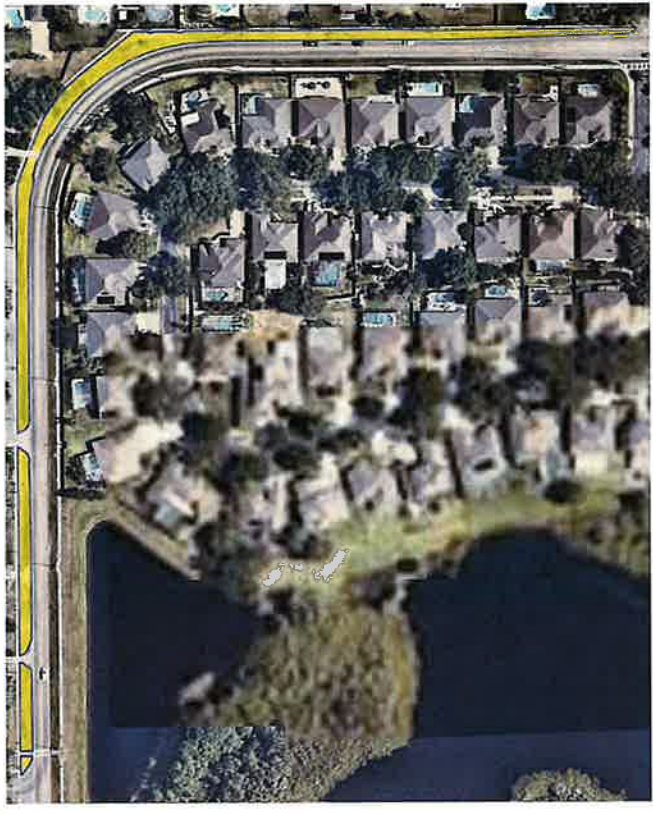


City of Belle Isle 2 Judge Road ROW, Belle Isle, FL 32812



b.

City of Belle Isle 3 Judge Rd & Daetwyler ROW, Belle Isle, FL 32812



City of Belle Isle 4 Daetwyler Dr & McCoy Rd ROW, Belle Isle, FL 32812



b.

City of Belle Isle 5 Wilkes Ave ROW, Belle Isle, FL 32812



City of Belle Isle 6 Hoffner Ave and LaBelle Street / Wilkes ROW, Belle Isle, FL 32812



City of Belle Isle 7 Hoffner Ave (West Side) ROW, Belle Isle, FL 32812



City of Belle Isle 8 Hoffner Ave (East Side) ROW, Belle Isle, FL 32812



b.

City of Belle Isle 9 Windsor Place Ponds: Rothbury Dr, Belle Isle, FL 32812



City of Belle Isle 10 Windsor Place Ponds: Chiswick Dr, Belle Isle, FL 32812





City of Belle Isle
FLORIDA

THANK YOU!

WE APPRECIATE THE OPPORTUNITY TO PARTNER WITH YOU
AND THE CITY OF BELLE ISLE



George J Travis
Down To Earth Landscape & Irrigation
500 Winderley Place #222
Maitland FL 32751
www.dtelandscap.com

LICENSES & CERTIFICATIONS

b.

We are proud to be affiliated with the following organizations:



- State of Florida, DBPR Certified General Contractor
- State of Florida, DPBR Irrigation Specialty Contractor
- State of Florida, Department of Agriculture and Consumer Services Registered Pest Control Firm
- State of Florida, Department of Agriculture and Consumer Services Certified Pest Control Operator
- State of Florida, Department of Agriculture and Consumer Services, License as Dealer in Agriculture Products
- State of Florida, Department of Agriculture and Consumer Services, Certificate of Nursery Registration
- State of Florida, Department of Environmental Protection and University of Florida Institute of Food and Resources Economics Certificate
- Florida Nursery, Growers and Landscape Association (FNGLA), Certified Horticulture Professional (FCHP)
- Florida Nursery, Growers and Landscape Association (FNGLA), Certified Landscape Technician (FCLT)
- Florida Nursery, Growers and Landscape Association (FNGLA), Certified Landscape Contractor (FCLC)
- Florida Nursery, Growers and Landscape Association (FNGLA), Florida Water Star Accredited Professional (FWS-AP)
- Certified Best Management Practices, Florida Green Industries
- International Society of Arboriculture (ISA), Certified Arborist
- Irrigation Association (CLIA) Certified Landscape Irrigation Auditor
- Irrigation Association (CGIA) Certified Golf Irrigation Auditor
- Florida Irrigation Society, Irrigation Auditing Training Course
- Rain Bird - Certified Maxicom Operator, Maxicom Software Level 1 and 2, Maxicom Hardware Level 1 & 2 Paige Irrigation, Certificate of Completion - Irrigation Wires & Cables and Proper Splicing Methods
- Wesco Turf, Irrigation OSMAC Troubleshooting Service Training
- John Deere Green Tech, Completion Rain Master Eagle iCentral Control System
- Certified Baseline Irrigation Installation and Monitoring
- State of Florida Maintenance of Traffic (MOT) Certified
- Florida Professional Lawn Care Association of America, Certified Turfgrass Professional Golf Course Superintendents Association, Class A Member
- Better Business Bureau Members



CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET

c.

Meeting Date: August 22, 2024

To: Honorable Mayor and City Council Members

From: Yolanda Quiceno, City Clerk

Subject: Allow At-Large Appointments to Planning & Zoning Board

Background: The City has faced challenges in filling vacancies on several boards and committees. According to the City's Code, the Planning and Zoning (P&Z) Board vacancies are typically filled by district appointment. However, the vacancies for Districts 1 & 2 have remained open for over 45 days. Despite multiple advertisements and some expressed interest, no applicants from these districts have come forward. The code allows for Council approval for At-Large appointments, as stated in Sec. 42-32:

Sec. 42-32. - Planning and zoning board.

(3) *Vacancies on the board.* Any vacancy occurring during the unexpired term of office of any member of the planning and zoning board shall be filled by the council for the remainder of the term within 45 days after the vacancy occurs. The vacancy will be advertised to fill the vacancy by district; however, if no candidate applies from the district for that district vacancy, the council may fill the vacancy from at-large candidates who are residents of the city regardless of district residency.

Staff Recommendation: Approve staff to post for At-Large Appoints for P&Z Board Districts 1 and 2 for one year.

Suggested Motion: I move that we allow for At-Large appointments to the Planning & Zoning Board Districts 1 and 2 for one-year terms and direct the staff to advertise to fill the vacant seats on the P&Z Board.

Alternatives: Do not make changes

Fiscal Impact: None

Attachments:

City Manager work plan list:

- 3904 Arajo condemnation:

Our attorney is working on this process for the property stated above. A letter will be sent to the property owner. We are moving forward with this, on the October 15th City Council agenda, there will be a proposed Order of Condemnation and Removal of Hazardous Condition. Code enforcement should be at the public hearing and give testimony, pictures and, report on the condition of the structure and why it violates the code and needs to be condemned.

- FY 2024-2025 Budget:

The draft budget was approved by the council. Millage was left the same per the council vote @ 4.4018. We will have our mandated hearings to approve the budget in September.

- Annexation of the Publix Commercial area:

Brixmor received a draft proposal that includes certain things to be guaranteed to them in making this move. They are moving this up the chain and if they want to discuss this, then this will be brought to the council for a workshop discussion.

- City Hall renovation:

We are currently using ARPA funds to renovate our current City Hall/Police. The old landscaping has been removed and the buildings are being painted on the outside. We still need inside painting, lighting, updates, and new landscaping.

- Property Acquisition/Municipal Complex

The council approved moving forward with an environmental study for the 20.5-acre property on Conway and Judge for a possible location for the Municipal complex. I have all the quotes to move forward with the study. We will start the study next week. The council also wants to look at a concept plan/rendering and cost for building a new Muni complex on the current city hall site.

- Comp Plan Update:

RVi is moving the Comp Plan forward. P&Z approved the plan to go to the council. All the elements were presented at the August 6th meeting. Then there will be a hearing and approval to move forward with transmitting all this to the state September.

- Centennial Celebration:

Our end-of-year Centennial Celebration will be on October 19th, 2024, from 4 pm to 10 pm. We will have a “street fair” type of gathering over at CCA on the streets and parking area. The tree plaque dedication at Venetian Park will be on September 7th at 10 am. More information to follow.

- Stormwater Grant:

Our stormwater project of \$750k was vetoed this year. The state water projects list was completely wiped out with applicants being directed to other grant programs. We are hoping for a \$4M federal flood mitigation grant through Congressman Soto's office in the future. Waiting for information.

- Purchasing Policy

Continuing to work on updating our Purchasing Policy. We need to update it to keep current and to add or subtract any language as necessary. In progress.

- Disaster Debris Management Sites:

We have submitted our pre-authorization requests for the disaster debris management site(s) DDMS for the upcoming 2024 hurricane season. Waiting for a response.

- Resilient Florida Grant - 23PLN26, Belle Isle Vulnerability Assessment.

This is to develop a local mitigation strategy and to see how it works with our comp plan to address flood scenarios. We have submitted the FFATA form, SLFRF form, agreement contact form, and the grant work plan. This grant is funded at \$80k for the City of Belle Isle including a \$35k match.

- Judge/Daetwyler Dr. Transportation Grant:

Congressman Soto's office presented us with a check for \$745k for street improvements to improve and create a multi-use path(s) for golf carts, pedestrians and bicyclists. Maintenance, detour, and safety upgrades in the form of crosswalks have been made in preparation for the funding.

- Updating and closing previous grants and reimbursements from FEMA, Florida PA, and Florida DEP:

We have one going on since 2021 that we are trying to close out. There is another for SOL Ave. There are 2 small drainage project grants as well. I am working to provide information and update quarterly reports that have not been updated.

- Lancaster House Update:

The council on May 7th agreed and approved "carving out" the Lancaster House and property from the current CCA lease and having the city work on a lease agreement with Pine Castle/Pioneer Days for the restoration of the house. CCA has the updated agreement for their consideration and is moving this forward.

- Duke Energy undergrounding/relocation and communication:

We have met with Duke Energy reps to discuss pole locations that cause hazards, provide an overview of the UG process, and determine the best areas for UG. Also, we discussed Duke Energy's storm protection initiatives now and going forward.

- Hoffner Ave Traffic Improvements Grant:

The city has the fully executed State Funded Grant Agreement, (SFGA agreement) between the city and the Florida Department of Transportation (FDOT) for **453225-1-54-01 (FY24) SFGA, Hoffner Ave Traffic Improvements, \$1.5M**. We will work with Orange County to give us access to make these improvements on Hoffner.