

POLK CITY

City Commission Workshop (6 pm) City Commission Meeting (7 pm)

February 17, 2020

Polk City Government Center
123 Broadway Blvd., SE

CALL TO ORDER – Mayor Joe LaCascia

INVOCATION – Pastor Walter Lawlor, New Life Community Church

PLEDGE OF ALLEGIANCE – Mayor Joe LaCascia

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

ESTABLISHMENT OF A QUORUM

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

PUBLIC COMMENT – ITEMS NOT ON AGENDA (limit comments to 3 minutes)

AGENDA

1. **RFQ – Engineering Services – CDBG Program**
2. **Gerry Hartman Invoice – DEP Contingencies**
3. **Ordinance 2020-01** - an Ordinance of Polk City amending the Polk City Code of Ordinances and the Unified Land Development Code of Polk City; amending and updating Article 3, Development Design and Improvement Standards, Section 3.07.00, Compatibility, Landscaping and Buffering Standards, and amending Article 9, Definitions; providing for applicability; providing for repeal of conflicting Ordinances; providing for severability; providing an effective date, **first reading**
4. **Discussion for Citrus Hill Drive Water Main – Engineering Proposal**
5. **Replace Carpet in Bronson Community Center**

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

Vice Mayor Kimsey
Commissioner Blethen
Commissioner Carroll
Commissioner Harper
Mayor LaCascia

ANNOUNCEMENTS

ADJOURNMENT

Please note: Pursuant to Section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the City Commission with respect to any matter considered during this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the American with Disabilities Act, a person with disabilities needing any special accommodations to participate in city meetings should contact the Office of the City Clerk, Polk City Government Center, 123 Broadway, Polk City, Florida 33868 Telephone (863) 984-1375. The City of Polk, City may take action on any matter during this meeting, including items that are not set forth within this agenda. Minutes of the City Commission meetings may be obtained from the City Clerk's office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may arrange with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

CONSENT AGENDA

February 17, 2020

MAY ALL BE APPROVED BY ONE VOTE OF COMMISSION TO ACCEPT CONSENT AGENDA. Commission Members may remove a specific item below for discussion, and add it to the regular agenda under New or Unfinished Business, whichever category best applies to the subject.

A. CITY CLERK

1. Accept minutes – January 21, 2020 – City Commission Meeting
2. Accept minutes – January 21, 2020 – City Commission Workshop

B. REPORTS

1. Building Permits Report – January 2020
2. Code Enforcement Report – N/A
3. Financial Report – January 2020
4. Library Report – January 2020
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – January 2020
7. Public Works Report – January 2020
8. Utilities Report – December 2019/January 2020

C. OTHER

**City Commission Meeting
February 17, 2020**

CONSENT AGENDA ITEM: Accept minutes for:

1. Accept minutes – January 21, 2020 – City Commission Meeting
2. Accept minutes – January 21, 2020 – City Commission Workshop

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

1. Accept minutes – January 21, 2020 – City Commission Meeting
2. Accept minutes – January 21, 2020 – City Commission Workshop

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION WORKSHOP MINUTES

January 21, 2020

Mayor LaCascia called the Workshop to order at 6:00 p.m.

Those present recited the Pledge of Allegiance led by Mayor Joe LaCascia.

Present: Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Mike Blethen, Commissioner Wayne Harper, City Attorney Tom Cloud and City Manager Patricia Jackson

Agenda Review - City Commission Meeting – January 21, 2020

Mayor LaCascia stated the purpose of the Workshop is to discuss items being presented on the Regular Meeting Agenda and address any questions or concerns and ultimately be able to proceed in a more efficient manner at the Regular Meeting.

ORDER OF BUSINESS

Proposal - Grant Writer – CDBG

City Manager Jackson explained that Polk City has opted out of the County funds and applied for State Funding in an effort to get more funds. Polk City did appoint a Citizens Advisory Task Force (CATF) for this purpose. This CATF will make the final recommendation to the City Commission.

Melissa Fox, Fred Fox Enterprises spoke to provide additional clarity on the Grant Writer proposal.

Vice Mayor Kimsey asked does the medium income have anything to do with this.

Ms. Fox responded No.

City Manager Jackson clarified what needs to be done tonight.

Commissioner Harper stated we've had a representative from Fred Fox Enterprises at the Workshop and tonight we have Summit Consulting here for the Regular Meeting.

Commissioner Harper spoke in favor of Fred Fox Enterprises.

Vice Mayor Kimsey stated price was secondary.

City Attorney Cloud stated this was really no different than the Water Plant project.

Scott Modessit stated Summit Consulting would match the lowest bid and provided extensive details.

Mayor LaCascia and Vice Mayor Kimsey were not pleased with the comment about Summit matching the lowest bidder.

City Attorney Cloud discussed that the Commission is not obliged to accept any of the bids.

City Manager Jackson stated Polk City did advertise and two (2) sealed bids were received.

Purchase of Truck for Public Works

City Manager Jackson stated this purchase has nothing to do with the inmate van. We are going with the F250 instead of the F150.

Commissioner Carroll's stated this was a good deal for \$23,000 and does not come with the tool box on the bed of the truck.

Keith Prestage, Public Works Director recommends getting the fleet in order, then surplus the 2002 and 2003 trucks.

Planning Commission Appointments

City Manager Jackson advised that the Planning Commission needs two (2) alternates as Robert Baker will be moved from alternate to permanent member.

The appointments are as follows:

William Stefanski - January 1, 2019 – December 31, 2021 (up-to-date)

Mike Denico - January 1, 2019 – December 31, 2021 (filling unexpired term)

Michael Ho-Shing – January 1, 2020 –December 31, 2022 (reappointment)

David Prins - January 1, 2020 – December 31, 2022 (reappointment)

Robert Baker - January 1, 2020 – December 31, 2022 (reappointment)

Mayor LaCascia addressed concerns with Michael HoShing's Code Enforcement violations and Special Magistrate ruling. Because there is a conflict, these issues are seen as an automatic disqualification from the Planning Commission as well as any other board. Requested legal direction from City Attorney Cloud.

City Attorney Cloud advised that Mr. HoShing would simply not be reappointed.

City Manager Jackson provided a thorough explanation on Mr. HoShing's issues. Therefore, it will be recommended during the Regular Meeting that Michael HoShing is not reappointed to the Planning Commission.

Contract with Odom Contracting for Street Paving, Parking Lot Paving and Parking Lot Overlay

City Manager Jackson discussed at the November meeting the City Commission approved paving projects to be done by Odom Contracting, as listed below:

- Hydrangea Avenue North and South - **\$50,338.50**
- Bronson Community Center Parking Lot Paving - **\$96,398.40**
- Library Parking Lot Paving Overlay - **\$12,510.00**

Grand Total for Paving Projects = \$159,246.90

City Attorney Cloud clarified the terms of the Agreement for Piggy Backing off of Lake Alfred's contract.

Commissioner Harper questioned the measurements of the millings.

Keith Prestage provided clarification on the millings measurements.

Lengthy discussion ensued.

ADJOURNMENT – 7:00 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION MINUTES

January 21, 2020

Mayor Joe LaCascia called the meeting to order at 7:00 p.m.

Pastor Walter Lawlor, New Life Community Church gave the invocation.

Those present recited the Pledge of Allegiance led by Mayor LaCascia.

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Mike Blethen, Commissioner Randy Carroll, Commissioner Wayne Harper, City Attorney Thomas Cloud and City Manager Patricia Jackson

APPROVE CONSENT AGENDA

Motion by Commissioner Harper to approve the Consent Agenda; this motion was seconded by Vice Mayor Kimsey. **Motion carried unanimously by Voice Vote.**

PUBLIC COMMENT - None

ORDER OF BUSINESS

Proposal – Grant Writer – CDBG

City Manager Jackson stated that Polk City opted out of the Polk County CDBG in an effort to apply through the State of Florida's CDBG Program. It is expected the next round to accept applications will be in the early part of 2020. It is anticipated the Grant Award will be \$650,000, which is what the proposals are based upon. Polk City placed an advertisement seeking proposals for a Grant Writer in the Ledger and two proposals were received as listed below:

Summit Professionals

- a. Housing Rehabilitation Category - \$94,250
- b. Neighborhood Revitalization or Economic Development Category - \$47,750

Summit's proposal states "If it becomes the deciding factor in the scoring and selection of an Administrator, Summit will **MATCH THE LOWEST FEE** proposed by the other Consultant. Summit also states as a note "Summit will provide **ALL** Grant Services at no cost for the CDBG grant if Summit is procured to provide Grant Administration Services.

Fred Fox Enterprises

- a. Housing Rehabilitation Category - \$91,000
- b. Neighborhood Revitalization or Economic Development Category - \$45,500

Each Commissioner was asked to complete the scoring sheet and have ready at the meeting so that a decision could be made on a grant writer for the FFY 2019 Community Development Program; refer to your scoring criteria.

Detailed packets from the two companies are on file in the City Manager's Office and/or Sheandolen's Office.

Motion by Vice Mayor Kimsey to approve the Summit Consulting for CDBG Proposal for the Grant Writer; this motion was seconded by Commissioner Harper.

No Discussion.

Motion carried 4/1 by Voice Vote.

Purchase of Truck for Public Works

Mayor LaCascia briefly discussed the Purchase of Trucks for the Public Works Department.

Staff recommended Polk City piggy-back off a Polk County contract with Weikert Ford to purchase a 2020 Ford F-250 regular cab in the amount of \$23,542.80.

Motion by Vice Mayor Kimsey to approve that Polk City piggy-back off a Polk County contract with Weikert Ford to purchase a 2020 Ford F-250 regular cab in the amount of \$23,542.80 for the Public Works Department; this motion was seconded by Commissioner Carroll.

No Discussion.

Motion carried unanimously by Voice Vote.

Planning Commission Appointments

City Manager Jackson discussed appointments for the Planning Commission. Bradley Denault was appointed to fill an unexpired term; however, he has not attended any meeting. Requesting Bradley Denault be removed as a full member and replaced with Robert Baker. The appointments listed below reflect the consensus of the City Commission at the Workshop:

William Stefanski - January 1, 2019 – December 31, 2021 (up-to-date)
Mike Denico - January 1, 2019 – December 31, 2021 (filling unexpired term)
David Prins - January 1, 2020 – December 31, 2022 (reappointment)
Robert Baker - January 1, 2020 – December 31, 2022 (reappointment)
Michael Ho-Shing – will not be reappointed

Motion by Commissioner Harper to approve the Planning Commission Appointments as presented; this motion was seconded by Vice Mayor Kimsey.

Motion carried unanimously by Voice Vote.

Contract with Odom Contracting for Street Paving, Parking Lot Paving and Parking Lot Overlay

City Manager Jackson and Public Works Director Keith Prestage discussed at the November meeting the City Commission approved paving projects to be done by Odom Contracting as listed below:

- Hydrangea Avenue North and South - **\$50,338.50**
- Bronson Community Center Parking Lot Paving - **\$96,398.40**
- Library Parking Lot Paving Overlay - **\$12,510.00**

Grand Total for Paving Projects = \$159,246.90

City Attorney Cloud clarified the terms of the Agreement.

Motion by Commissioner Harper to approve the Piggy Back off of Lake Alfred's existing Contract with Odom Contracting in the amount of \$159,246.90 for the Paving projects on Hydrangea Avenue North and South, the Bronson Center and the Library; this motion was seconded by Commissioner Carroll.

Lengthy discussion ensued regarding warranty on the asphalt work.

Motion carried 4/1 by Voice Vote.

CITY MANAGER ITEMS

- 1) Mark Frederick (Wood Engineering) provided a full update on the utility relocating on Broadway Boulevard Trail Project. The City Commission provided consensus to proceed.
- 2) Polk County Water Cooperative – Apply for Infrastructure Finance and Innovation Act Water Loan. There is an application fee for Polk City in the amount of \$601.02. There is an Implementation Agreement that the City Attorney is reviewing. May come before the Commission in February.
- 3) Coca-Cola has approached Polk City regarding an exclusive partnership. The specific details were provided. Over a ten year period, this partnership will assist Polk City with its special events. One coke machine will be located in the lobby at City Hall. The City is being asked to commit to a ten-year partnership. The final contract will need to be approved by the City Commission. This is a win-win situation.

City Attorney Cloud stated the Commission will have to approve it as this is a partnership.

Motion by Commissioner Harper to approve the Coca-Cola Partnership Agreement; this motion was seconded by Vice Mayor Kimsey.

Motion carried unanimously by Voice Vote.

CITY ATTORNEY ITEMS – None

COMMISSIONER ITEMS

Vice Mayor Kimsey – Inquired about the mechanic position. Keith Prestage clarified the specifics regarding certifications for a mechanic.

City Manager Jackson stated we spend less money doing projects in-house. If we have machinery that staff cannot fix, we do send out for repair and are in fact, saving money by not having a full-time mechanic with benefits. It is the recommendation to discontinue advertising the mechanic position and continue as we are currently operating.

Mayor LaCascia stated go back one year in repairs. Requested Joanna can provide that information for a one-year period.

Commissioner Blethen – the print on the monthly financials is way too small. Employment is getting too low in the USA in the machinery realm.

Commissioner Carroll – Restrooms at Freedom Park are very nice, but need something at the Pier. Requested staff investigate the installation of a port-a-let.

Commissioner Harper – Thanks for coming.

Mayor LaCascia – Thanked the City employees. Requested the department reports have the department directors names listed on them. This information is invaluable. Compliments are coming from the Public.

ANNOUNCEMENTS - None

ADJOURNMENT – 7:45 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CONSENT AGENDA
January 21, 2020

MAY ALL BE APPROVED BY ONE VOTE OF COMMISSION TO ACCEPT CONSENT AGENDA. Commission Members may remove a specific item below for discussion, and add it to the regular agenda under New or Unfinished Business, whichever category best applies to the subject.

A. CITY CLERK

1. Accept minutes – December 16, 2019 - City Commission Workshop
2. Accept minutes – December 16, 2019 – City Commission Meeting

B. REPORTS

1. Building Permits Report – December 2019
2. Code Enforcement Report –December 2019
3. Financial Report – December 2019
4. Library Report – December 2019
5. Polk County Fire Rescue – December 2019
6. Polk Sheriff's Report – December 2019
7. Public Works Report – December 2019
8. Utilities Report – October/December 2019

C. OTHER

**City Commission Meeting
February 17, 2020**

CONSENT AGENDA ITEM: Department Monthly Reports

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Department Reports attached for review and approval.

ATTACHMENTS:

Monthly Department Reports for:

1. Building Permits Report – January 2020
2. Code Enforcement Report – N/A
3. Finance Report – January 2020
4. Library Report – January 2020
5. Polk County Fire Rescue – N/A
6. Polk County Sheriff's Office – January 2020
7. Public Works Report – January 2020
8. Utilities Report – December 2019/January 2020

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added
From: 01/01/20 To: 01/31/2020

COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2020-135	125 CARTER BLVD, POLK CITY, FL 33868	2,200.00	01/23/2020

Subtotal: \$2,200.00

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-1293	220 S BOUGAINVILLEA AVE, POLK CITY, FL 33868	3,972.00	01/28/2020
BT-2020-820	646 2ND ST, POLK CITY, FL 33868	800.00	01/20/2020

Subtotal: \$4,572.00

POOL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-130	300 BAYBERRY DR, POLK CITY, FL 33868	31,000.00	01/06/2020

Subtotal: \$31,000.00

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2020-142	5453 Animosh CT, Polk City, FL 33868	108,900.00	01/07/2020
BR-2020-144	8834 Fox DR, Polk City, FL 33868	111,100.00	01/07/2020
BR-2020-159	136 HONEY BEE LN, POLK CITY, FL 33868	13,821.39	01/08/2020
BR-2020-316	5520 Ottawa ST, Polk City, FL 33868	127,600.00	01/14/2020
BR-2020-317	8709 RINDGE RD, POLK CITY, FL 33868	4,000.00	01/14/2020
BR-2020-578	8743 Conoy AVE, Polk City, FL 33868	127,600.00	01/21/2020
BR-2020-594	8838 Fox DR, Polk City, FL 33868	96,800.00	01/21/2020
BR-2020-615	424 1ST ST, POLK CITY, FL 33868	3,300.00	01/21/2020
BR-2020-705	5424 Animosh CT, Polk City, FL 33868	108,900.00	01/22/2020
BR-2020-958	5428 Animosh CT, Polk City, FL 33868	96,800.00	01/30/2020

Subtotal: \$798,821.39

Grand Total: \$836,593.30

9 SFR 10,000

Michael DeLoach, Development Services Director

02/10/2020 17:30
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Simple Balance SheetPage 1 of 2
USER: JOANNAK

For Fiscal Year: 2020 thru Fiscal Month: Jan, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	528,313.34	
05-101-710	Cash - Enterprise Fund Capital Imprvmnts	52,838.45	
05-101-800	Cash - Sewer Impact Fee Account	1,848,680.09	
05-101-900	Cash - Water Impact Fee Account	392,846.05	
05-101-913	DEP Loan - Sinking Fund	58,069.36	
05-101-915	Tax Exempt Leasing - Sinking Fund	54,797.81	
05-101-916	US Bank - Sink Fund	237,177.03	
05-101-917	US Bank - Renewal & Replacement Series	9,375.23	
05-101-920	Cash - Customer Deposits	374,670.71	
05-101-930	Restricted Cash - Reclass	737,400.48-	
05-101-934	Fifth Third Bank - Reserves	610,967.73	
05-101-935	Fifth Third Bank - Renewal & Replacement	150,000.00	
05-101-999	Restricted Class - Reclass	737,400.48	
05-115-100	Accounts Receivable - Utilities	176,915.28-	
05-115-130	Accounts Receivable - Readiness to Serve	62,985.83	
05-115-200	Accounts Receivable - Year End	344,321.00-	
05-117-100	Allowance for Bad Debt	42,672.50-	
05-117-200	Allowance for Uncollectible A/R	57,398.98-	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	37,363.62	
05-159-100	Deferred Outflows - Related to Pension	82,455.25	
05-159-200	Deferred Outflows - Loss on Refunding	810,157.03	
05-160-902	Reserve Account	225,392.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-160-904	Reserve Acct - CIP Purchases	25,778.78	
05-160-906	Reserve Acct - Cardinal Hill	25,000.00	
05-161-900	Fixed Assets - Land	2,730,735.30	
05-164-100	Utility Plant in Service	12,268,964.59	
05-164-900	Improvements Other than Buildings	33,331.74	
05-164-910	Improvements Other than Buildings - MOSN	33,331.74	
05-165-900	Acc.Dep. - Improvements Other than Build	316,892.74	
05-166-900	Equipment & Furniture	400,049.61	
05-167-900	Accumulated Depreciation - Equipment	3,519,580.52	
05-169-900	CIP - Construction Costs	161,736.60	
	** TOTAL ASSET**		16,738,677.59
05-202-100	Accounts Payable	209,664.44-	
05-202-900	Customer Deposits	318,854.16	
05-203-100	Accumulated Interest Payable	56,733.60	
05-203-600	SRF Loan WWS1201P	2,059,675.11	
05-203-610	SRF Loan WWS3140/SQ531401 Effluent Disposal	35,641.30	
05-203-710	US Bank 2017 Bond Note	8,185,000.00	
05-203-750	Tax Exempt Leasing Loan	45,074.78	
05-203-910	Unamortized Bond Premiums - US Bank	602,902.93	
05-208-305	Taxes Payable	6,635.26-	
05-210-800	Compensated Absences - Current	9,180.20-	
05-216-100	Accrued Payroll	5,931.77-	
05-225-100	Deferred Inflows - Related to Pension	15,306.77	
05-234-100	L-T-D - Current Portion	509,139.61	
05-234-901	Less: Current Portion of LTD	509,139.61-	
05-235-900	Net Pension Liability	151,555.85	
	** TOTAL LIABILITY**		11,239,332.83
05-241-100	Encumbrances Placed	146,083.05	
05-245-100	Reserved for Encumbrances	146,083.05-	
	** TOTAL ENCUMBRANCE**		0.00

POLK CITY
 Simple Balance Sheet

For Fiscal Year: 2020 thru Fiscal Month: Jan, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-250-100	Contributed Capital	598,715.40	
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	3,817,725.94	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		5,177,437.13
	** TOTAL REVENUE**		1,158,584.27
	** TOTAL EXPENSE**		838,789.13
	TOTAL LIABILITY AND EQUITY		16,736,565.10

POLK CITY
 JANUARY 2020 GF MONTHLY FINANCIALS

GENERAL FUND REVENUES
 33.33 % Yr Complete For Fiscal Year: 2020 / 1

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-311-100	Ad Valorem Taxes	782,473.21	927,853.00	927,853.00	31,519.09	841,361.22	86,491.78	90.68 %
01-312-300	9th Cent Gas Tax	15,347.53	14,594.00	14,594.00	1,384.31	2,651.33	11,942.67	18.37 %
01-312-400	Local Option Gas Tax	85,233.57	84,702.00	84,702.00	0.00	14,758.44	69,943.56	17.42 %
01-312-410	New Local Option Gas Tax	53,778.65	52,721.00	52,721.00	0.00	8,692.25	44,028.75	16.49 %
01-314-100	Electric - Utility Tax	118,047.79	102,387.00	102,387.00	8,925.08	28,490.18	73,896.82	27.82 %
01-314-300	Water Utility Tax	65,509.85	57,258.00	57,258.00	5,537.27	17,117.54	40,140.46	29.90 %
01-314-301	Water Utility Tax - Readiness to Se	0.00	2,171.00	2,171.00	0.00	0.00	2,171.00	0.00 %
01-314-400	Gas - Utility Tax	7,883.91	5,800.00	5,800.00	546.40	1,495.49	4,304.51	25.78 %
01-315-100	Communications Services Tax	214,000.60	215,244.00	215,244.00	34,318.45	50,933.81	164,310.19	23.66 %
01-316-100	Local Business Licenses	5,344.00	17,500.00	17,500.00	0.00	7,150.20	10,349.80	40.86 %
01-316-102	County Business Tax	1,260.08	0.00	0.00	35.74	155.20	(155.20)	0.00 %
01-322-100	Building Permits	39,808.62	54,075.00	54,075.00	6,590.79	32,421.95	21,653.05	59.96 %
01-322-101	Bldg Permit - Plan Checking	19,077.94	26,780.00	26,780.00	3,390.75	15,510.76	11,269.24	57.92 %
01-322-102	Bldg Permit - Admin Fee	5,120.00	2,060.00	2,060.00	320.00	1,680.00	380.00	81.55 %
01-322-103	Bldg Permit - Electrical	8,895.00	12,875.00	12,875.00	1,375.00	7,025.00	5,850.00	54.56 %
01-322-104	Bldg Permit - Plumbing	7,900.00	12,875.00	12,875.00	1,375.00	6,125.00	6,750.00	47.57 %
01-322-105	Bldg Permit - Mechanical	8,725.00	12,875.00	12,875.00	1,375.00	7,000.00	5,875.00	54.37 %
01-322-107	Bldg Permit - Cert of Occupancy	3,490.00	3,090.00	3,090.00	0.00	150.00	2,940.00	4.85 %
01-322-108	Bldg Permit - Inspections	137,495.65	100,000.00	100,000.00	19,650.66	34,867.81	65,132.19	34.87 %
01-322-109	Bldg Permit - Demolition	57.50	0.00	0.00	0.00	0.00	0.00	0.00 %
01-323-100	Electric	74,157.26	75,492.00	76,492.00	13,852.57	13,852.57	62,639.43	18.11 %
01-323-300	Solid Waste	33,627.76	65,640.00	65,640.00	4,500.00	6,750.00	58,890.00	10.28 %
01-324-100	Police - Public Safety Impact Fee	27,089.58	59,984.00	59,984.00	7,094.89	30,126.56	29,857.44	50.22 %
01-324-110	Fire/Rescue - Public Safety Impact Fe	14,494.62	32,095.00	32,095.00	3,796.21	15,184.84	16,910.16	47.31 %
01-324-310	Transportation Impact Fee	(995.10)	0.00	0.00	0.00	0.00	0.00	0.00 %
01-324-610	Parks & Recreation Impact Fee	42,646.56	96,734.00	96,734.00	11,441.76	45,767.04	50,966.96	47.31 %
01-324-710	Public Facilities Impact Fee	73,416.42	162,564.00	162,564.00	19,228.11	76,912.44	85,651.56	47.31 %
01-329-220	Site Plan Reviews	10,835.00	1,600.00	1,600.00	0.00	1,900.00	(300.00)	118.75 %
01-331-400	FEMA Federal Reimb. - Irma 2017	60,899.44	0.00	0.00	0.00	0.00	0.00	0.00 %
01-334-201	Justice Assistance Grant (JAG)	0.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %
01-334-400	FEMA State Reimb. - Irma 2017	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-334-910	DEO GRANT	30,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-335-120	MRS - State Sales Tax	58,081.05	58,720.00	58,720.00	3,786.72	19,573.44	39,146.56	33.33 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	17,725.70	17,888.00	17,888.00	7,864.54	5,729.08	12,158.92	32.03 %
01-335-123	MRS - Municipal Fuel Tax	51.70	50.00	50.00	1.24	2.48	47.52	4.96 %
01-335-140	Mobile Home License	5,455.30	5,486.00	5,486.00	964.12	3,937.52	1,548.48	71.77 %
01-335-150	Alcoholic Beverage License	1,125.71	1,126.00	1,126.00	0.00	0.00	1,126.00	0.00 %
01-335-180	Half-Cent Sales Tax	121,829.13	143,520.00	143,520.00	11,410.22	33,739.97	109,780.03	23.51 %
01-337-100	Library Coop Funding	31,876.08	31,990.00	31,990.00	0.00	0.00	31,990.00	0.00 %

POLK CITY
 JANUARY 2020 GF MONTHLY FINANCIALS

GENERAL FUND REVENUES
 33.33 % Yr Complete For Fiscal Year: 2020 / 1

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-340-400	Solid Waste	303,419.35	326,479.00	326,479.00	27,157.64	78,356.95	248,122.05	24.00 %
01-340-700	Stormwater Utility Fees	31,540.17	24,019.00	24,019.00	2,791.41	8,326.23	15,692.77	34.67 %
01-340-900	Notary Fees	175.00	0.00	0.00	35.00	100.00	(100.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	16,303.82	16,304.00	16,304.00	0.00	0.00	16,304.00	0.00 %
01-347-100	Library Income	7,209.99	6,000.00	6,000.00	652.50	2,420.60	3,579.40	40.34 %
01-351-200	Fines, Penalties, and Forfeitures	11,166.63	6,500.00	6,500.00	2,230.62	2,853.72	3,646.28	43.90 %
01-359-100	Other Fines and/or Forfeitures	902.50	0.00	0.00	146.29	436.29	(436.29)	0.00 %
01-359-300	Late Fees	204.08	200.00	200.00	0.00	93.00	107.00	46.50 %
01-361-100	Interest Income	1,009.22	900.00	900.00	0.00	0.00	900.00	0.00 %
01-362-100	Activity Center Rentals	3,150.00	2,700.00	2,700.00	200.00	550.00	2,150.00	20.37 %
01-362-200	Donald Bronson Community Center Renta	8,450.00	5,000.00	5,000.00	1,450.00	3,700.00	1,300.00	74.00 %
01-365-100	Sales of Surplus Property	136.10	0.00	0.00	0.00	0.00	0.00	0.00 %
01-366-100	Private Donations	490.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-366-101	Private Donations - Christmas	2,000.00	2,000.00	2,000.00	0.00	1,775.00	225.00	88.75 %
01-366-102	Private Donations - Halloween	1,000.00	1,000.00	1,000.00	0.00	1,605.00	(605.00)	160.50 %
01-366-110	Private Donations - Library	7,395.00	1,000.00	1,000.00	0.00	20.50	979.50	2.05 %
01-369-100	Misc. Income	(6,414.93)	100.00	100.00	0.00	0.00	100.00	0.00 %
01-369-101	Misc Income - Copies and Faxes	105.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-369-102	Misc Income - Collection Allowance	6,488.06	5,000.00	5,000.00	1,276.40	3,652.79	1,347.21	73.06 %
01-369-120	Misc Income - Christmas	180.00	160.00	160.00	0.00	300.00	(140.00)	187.50 %
01-369-130	Misc Income Halloween	320.00	240.00	240.00	0.00	60.00	180.00	25.00 %
01-369-400	Insurance Proceeds	2,214.91	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-369-401	Insurance - Claims	2,265.16	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-500	Refund of State Gas Tax	1,391.22	500.00	500.00	206.81	206.81	293.19	41.36 %
01-381-400	Transfer From Enterprise Fund	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-381-900	Cash Carry Forward	0.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
DEPARTMENT TOTALS		2,611,176.40	2,944,564.00	2,944,564.00	247,430.59	1,435,519.01	1,509,044.99	48.75 %

POLK CITY
 JANUARY 2020 GF MONTHLY FINANCIALS

General Fund Expenditures
 33.33 % Yr Complete For Fiscal Year: 2020 / 1

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	7,863.60	10,800.00	10,800.00	1,800.00	4,500.00	6,300.00	41.67 %
01-511-160	Bonuses and Gift Certificates - Legis	2,165.65	2,500.00	2,500.00	0.00	2,707.11	(207.11)	108.28 %
01-511-210	Fica Taxes - Legislative	767.21	1,033.00	1,033.00	137.70	551.34	481.66	53.37 %
01-511-240	Worker's Compensation - Legislati	11.00	25.00	25.00	0.00	13.61	11.39	54.44 %
01-511-400	Travel and Training - Legislative	5,034.30	5,500.00	5,500.00	0.00	25.00	5,475.00	0.45 %
01-511-470	Printing and Reproduction - Legislati	54.69	500.00	500.00	0.00	0.00	500.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legislat	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-511-490	Other Current Charges - Legislative	150.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-511-510	Office Supplies - Legislative	142.22	400.00	400.00	0.00	0.00	400.00	0.00 %
01-511-520	Operating Supplies - Legislative	857.40	1,000.00	1,000.00	98.56	114.56	885.44	11.46 %
01-511-540	Books, Pub., Sub., & Memberships - Le	3,670.00	4,000.00	4,000.00	0.00	3,203.00	797.00	80.08 %
DEPARTMENT TOTAL		20,716.07	31,258.00	31,258.00	2,036.26	11,114.62	20,143.38	35.56 %
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	137,526.06	139,276.00	139,276.00	18,379.20	51,204.22	88,071.78	36.76 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	553.86	1,661.58	3,138.42	34.62 %
01-512-140	Overtime - Executive	71.80	0.00	0.00	0.00	0.00	0.00	0.00 %
01-512-160	Bonuses and Gift Certificates - Execu	21,056.34	22,750.00	22,750.00	0.00	25,663.26	(2,913.26)	112.81 %
01-512-210	Fica Taxes - Executive	12,249.92	11,022.00	11,022.00	1,426.29	6,180.86	4,841.14	56.08 %
01-512-220	Retirement Contribution - Executive	25,392.26	26,529.00	26,529.00	3,648.06	10,800.31	15,728.69	40.71 %
01-512-230	Life & Health Insurance - Executive	17,872.44	18,868.00	18,868.00	1,588.42	6,353.68	12,514.32	33.67 %
01-512-240	Worker's Compensation - Executive	194.00	320.00	320.00	0.00	175.49	144.51	54.84 %
01-512-310	Professional Services - Executive	32.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-512-400	Travel and Training - Executive	4,132.50	5,500.00	5,500.00	0.00	692.22	4,807.78	12.59 %
01-512-410	Communication Services - Executive	738.89	700.00	700.00	0.00	186.81	513.19	26.69 %
01-512-470	Printing and Reproduction - Executive	0.00	200.00	200.00	0.00	133.50	66.50	66.75 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	800.00	800.00	0.00	0.00	800.00	0.00 %
01-512-490	Other Current Charges - Executive	2,780.48	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
01-512-510	Office Supplies - Executive	362.73	1,000.00	1,000.00	78.69	78.69	921.31	7.87 %
01-512-520	Operating Supplies - Executive	1,534.19	1,000.00	1,000.00	0.00	63.97	936.03	6.40 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	889.33	2,000.00	2,000.00	54.93	606.34	1,393.66	30.32 %
DEPARTMENT TOTAL		229,633.06	238,565.00	238,565.00	25,729.45	103,800.93	134,764.07	43.51 %

POLK CITY
 JANUARY 2020 GF MONTHLY FINANCIALS

General Fund Expenditures
 33.33 % Yr Complete For Fiscal Year: 2020 / 1

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
CITY CLERK								
01-513-310	Professional Services - City Clerk	120.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-513-400	Travel and Training - City Clerk	2,467.10	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-513-460	Repairs and Maintenance - City Clerk	160.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-513-470	Printing and Reproduction - City Clerk	3,585.75	3,500.00	3,500.00	0.00	1,175.00	2,325.00	33.57 %
01-513-490	Other Current Charges - City Clerk	7,580.01	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
01-513-492	Recording & Other Fees - City Clerk	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-513-510	Office Supplies - City Clerk	267.30	800.00	800.00	13.71	275.41	524.59	34.43 %
01-513-520	Operating Supplies - City Clerk	942.69	900.00	900.00	0.00	213.96	686.04	23.77 %
01-513-540	Books, Pub., Sub., & Memberships - Ci	701.00	500.00	500.00	0.00	110.00	390.00	22.00 %
DEPARTMENT TOTAL		15,823.85	15,700.00	15,700.00	13.71	1,774.37	13,925.63	11.30 %
LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	42,992.10	60,000.00	60,000.00	1,623.91	12,621.01	47,378.99	21.04 %
01-514-480	Promo Activities & Legal Ads - Legal	13,487.56	10,000.00	10,000.00	306.06	2,634.70	7,365.30	26.35 %
DEPARTMENT TOTAL		56,479.66	70,000.00	70,000.00	1,929.97	15,255.71	54,744.29	21.79 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	25,000.00	25,000.00	25,000.00	0.00	12,500.00	12,500.00	50.00 %
01-515-312	Professional Services-Other- Comp Pla	3,000.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-515-320	DEQ - Grants	30,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
DEPARTMENT TOTAL		58,000.00	53,000.00	53,000.00	0.00	12,500.00	40,500.00	23.58 %
FINANCE AND ACCOUNTING								

POLK CITY
 JANUARY 2020 GF MONTHLY FINANCIALS

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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-516-120	Regular Salary - Wages - Fin & Acctng	74,903.00	87,256.00	87,256.00	9,933.20	27,508.96	59,747.04	31.53 %
01-516-140	Overtime - Fin & Acctng	246.23	519.00	519.00	0.00	183.68	335.32	35.39 %
01-516-210	Fica Taxes - Fin & Acctng	5,329.03	6,715.00	6,715.00	724.01	2,150.84	4,564.16	32.03 %
01-516-220	Retirement Contribution - Fin & Acctng	6,216.66	7,435.00	7,435.00	841.35	2,493.98	4,941.02	33.54 %
01-516-230	Life & Health Insurance - Fin & Acctng	18,314.34	18,580.00	18,580.00	1,564.44	6,257.76	12,322.24	33.68 %
01-516-240	Worker's Compensation - Fin & Acctng	124.00	202.00	202.00	0.00	109.94	92.06	54.43 %
01-516-310	Professional Services - Fin & Acctng	1,500.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-516-400	Travel and Training - Fin & Acctng	2,003.39	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	586.72	600.00	600.00	0.00	198.81	401.19	33.14 %
01-516-470	Printing and Reproduction - Fin & Acctng	410.40	700.00	700.00	0.00	0.00	700.00	0.00 %
01-516-510	Office Supplies - Fin & Acctng	731.34	1,200.00	1,200.00	0.00	25.57	1,174.43	2.13 %
01-516-520	Operating Supplies - Fin & Acctng	2,947.21	3,000.00	3,000.00	0.00	98.32	2,901.68	3.28 %
01-516-540	Books, Pub., Sub., & Memberships - Fin	463.74	450.00	450.00	0.00	179.88	270.12	39.97 %
DEPARTMENT TOTAL		113,776.06	131,657.00	131,657.00	13,061.00	39,207.74	92,449.26	29.78 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	74,323.84	76,922.00	76,922.00	6,294.46	25,307.45	51,614.55	32.90 %
01-517-720	Interest - CB&T Debt Service Pmts	45,466.61	42,865.00	42,865.00	3,689.75	14,629.39	28,235.61	34.13 %
DEPARTMENT TOTAL		119,810.45	119,787.00	119,787.00	9,984.21	39,936.84	79,850.16	33.34 %
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	89,374.00	101,500.00	101,500.00	25,324.25	50,648.50	50,851.50	49.90 %
01-521-310	Professional Services - Law Enf	27,920.00	28,000.00	28,000.00	2,176.00	8,992.00	19,008.00	32.11 %
01-521-460	Repairs and Maintenance - Law Enf	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-521-510	Office Supplies - Law Enf	0.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-521-520	Operating Supplies - Law Enf	0.00	150.00	150.00	0.00	0.00	150.00	0.00 %
01-521-649	Machinery & Equip - JAG Grant - Law E	0.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %
DEPARTMENT TOTAL		127,294.00	135,363.00	135,363.00	27,500.25	59,640.50	75,722.50	44.06 %

POLK CITY
 JANUARY 2020 GF MONTHLY FINANCIALS

General Fund Expenditures
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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	82,135.82	87,048.00	87,048.00	10,041.61	27,841.64	59,206.36	31.98 %
01-524-140	Overtime - Bldg & Zoning	384.86	464.00	464.00	0.00	254.82	209.18	54.92 %
01-524-210	Fica Taxes - Bldg & Zoning	6,060.85	6,695.00	6,695.00	747.08	2,231.87	4,463.13	33.34 %
01-524-220	Retirement Contribution - Bldg & Zoni	6,780.09	7,412.00	7,412.00	850.52	2,541.72	4,870.28	34.29 %
01-524-230	Life & Health Insurance - Bldg & Zoni	17,596.74	18,623.00	18,623.00	1,568.05	6,278.20	12,350.80	33.68 %
01-524-240	Worker's Compensation - Bldg & Zo	912.00	1,331.00	1,331.00	0.00	977.40	353.60	73.43 %
01-524-310	Professional Services - Bldg & Zoning	142,346.23	100,000.00	100,000.00	0.00	14,637.85	85,362.15	14.64 %
01-524-311	Engineering Services - Bldg & Zoning	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-400	Travel and Training - Bldg & Zoning	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-524-480	Promo Activities & Legal Ads - Bldg &	0.00	0.00	0.00	0.00	432.20	(432.20)	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	299.84	200.00	200.00	3.34	83.57	116.43	41.79 %
01-524-520	Operating Supplies - Bldg & Zoning	1,888.16	100.00	100.00	0.00	0.00	100.00	0.00 %
01-524-540	Books, Pub., Sub., & Memberships - BI	226.68	0.00	0.00	29.98	59.96	(59.96)	0.00 %
01-524-630	Improvements Other than Building - BI	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
DEPARTMENT TOTAL		258,631.27	231,373.00	231,373.00	13,240.58	55,333.23	176,039.77	23.92 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	21,424.50	23,978.00	23,978.00	2,845.97	8,122.68	15,855.32	33.88 %
01-529-210	Fica Taxes - Code Enf	1,563.19	1,834.00	1,834.00	211.57	639.91	1,194.09	34.89 %
01-529-220	Retirement Contribution - Code Enf	1,742.87	2,031.00	2,031.00	241.05	729.16	1,301.84	35.90 %
01-529-230	Life & Health Insurance - Code Enf	6,689.85	9,267.00	9,267.00	763.25	3,058.23	6,208.77	33.00 %
01-529-240	Worker's Compensation - Code Enf	372.00	549.00	549.00	0.00	403.08	145.92	73.42 %
01-529-310	Professional Services - Code Enf	4,000.00	6,000.00	6,000.00	0.00	1,500.00	4,500.00	25.00 %
01-529-400	Travel and Training - Code Enf	1,030.86	500.00	500.00	0.00	75.00	425.00	15.00 %
01-529-410	Communication Services - Code Enf	558.72	0.00	0.00	0.00	168.81	(168.81)	0.00 %
01-529-470	Printing and Reproduction - Code Enf	330.69	0.00	0.00	0.00	0.00	0.00	0.00 %
01-529-480	Promo Activities & Legal Ads - Code E	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-492	Recording & Other Fees	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-510	Office Supplies - Code Enf	167.44	200.00	200.00	3.34	36.79	163.21	18.40 %
01-529-520	Operating Supplies - Code Enf	1,611.39	100.00	100.00	0.00	0.00	100.00	0.00 %
01-529-540	Books, Pub., Sub., & Memberships - Co	0.00	1,584.00	1,584.00	0.00	80.00	1,504.00	5.05 %

POLK CITY
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General Fund Expenditures
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G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MID EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-529-610	Improvements Other than Building - Co	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
DEPARTMENT TOTAL		39,491.51	52,443.00	52,443.00	4,065.18	14,813.66	37,629.34	28.25 %
REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	140,669.36	176,840.00	176,840.00	16,140.88	58,250.58	118,589.42	32.94 %
01-534-342	Refuse Disposal - Commercial - Refuse	85,664.63	85,722.00	85,722.00	21,996.76	36,572.01	49,149.99	42.66 %
DEPARTMENT TOTAL		226,333.99	262,562.00	262,562.00	38,137.64	94,822.59	167,739.41	36.11 %
STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-538-311	Engineering Services - Stormwater	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-538-400	Travel and Training - Stormwater	812.28	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	0.00	14,000.00	14,000.00	0.00	8,585.00	5,415.00	61.32 %
01-538-492	Recording & Other Fees - Stormwater	100.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	1,000.00	500.00	500.00	0.00	0.00	500.00	0.00 %
DEPARTMENT TOTAL		1,912.28	21,000.00	21,000.00	0.00	8,585.00	12,415.00	40.88 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't	18,033.01	22,000.00	22,000.00	1,100.95	3,924.95	18,075.05	17.84 %
01-539-312	Professional Services - Other - Gen G	1,807.00	6,000.00	6,000.00	105.00	413.34	5,586.66	6.89 %
01-539-411	City Hall - Communication - Gen Gov&#	13,566.45	15,500.00	15,500.00	0.00	4,439.65	11,060.35	28.64 %
01-539-413	Public Works - Communication - Gen Go	1,866.91	2,200.00	2,200.00	0.00	737.00	1,463.00	33.50 %
01-539-414	Community Center-Communication-Gen Go	1,686.78	2,000.00	2,000.00	0.00	622.87	1,377.13	31.14 %
01-539-431	City Hall - Utilities - Gen Gov't	15,832.67	23,000.00	23,000.00	1,020.50	5,095.79	17,904.21	22.16 %
01-539-432	Activity Center - Utilities - Gen Gov	4,658.25	4,000.00	4,000.00	129.57	736.10	3,263.90	18.40 %
01-539-433	Public Works - Utilities - Gen Gov	2,466.57	3,000.00	3,000.00	140.94	759.38	2,240.62	25.31 %
01-539-434	Community Center-Utilities-Gen Gov	5,235.40	5,500.00	5,500.00	343.09	1,740.20	3,759.80	31.64 %

POLK CITY
 JANUARY 2020 GF MONTHLY FINANCIALS

General Fund Expenditures
 33.33 % Yr Complete For Fiscal Year: 2020 / 1

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-541-490	Other Current Charges - Roads & Stree	6.60	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-493	Equipment Rental - Roads & Streets	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-510	Office Supplies - Roads & Streets	695.03	1,000.00	1,000.00	0.00	89.59	910.41	8.96 %
01-541-520	Operating Supplies - Roads & Streets	12,810.30	10,000.00	10,000.00	2,385.33	4,269.46	5,730.54	42.69 %
01-541-524	Chemicals - Roads & Streets	141.98	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	3,376.09	15,000.00	15,000.00	647.86	1,763.91	13,236.09	11.76 %
01-541-531	Landscape Materials & Supplies - Road	0.00	0.00	0.00	914.90	4,111.06	(4,111.06)	0.00 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	208.20	500.00	500.00	122.83	152.81	347.19	30.56 %
01-541-630	Improvements Other than Building - Ro	0.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	9,061.76	50,000.00	50,000.00	0.00	562.98	36,174.87	1.13 %
DEPARTMENT TOTAL		344,401.30	545,817.00	545,817.00	39,469.63	127,594.49	404,960.36	23.38 %
LIBRARY								
01-571-120	Regular Salary - Wages Library	74,947.60	83,606.00	83,606.00	7,888.80	21,907.16	61,698.84	26.20 %
01-571-140	Overtime - Library	451.71	986.00	986.00	0.00	471.11	514.89	47.78 %
01-571-210	Fica Taxes - Library	5,542.34	6,471.00	6,471.00	574.77	1,743.78	4,727.22	26.95 %
01-571-220	Retirement Contribution - Library	6,229.31	7,165.00	7,165.00	668.19	2,022.72	5,142.28	28.23 %
01-571-230	Life & Health Insurance - Library	17,598.32	18,756.00	18,756.00	1,568.66	6,274.64	12,481.36	33.45 %
01-571-240	Worker's Compensation - Library	0.00	195.00	195.00	0.00	105.04	89.96	53.87 %
01-571-310	Professional Services - Library	4,938.44	2,000.00	2,000.00	0.00	1,099.50	900.50	54.98 %
01-571-312	Professional Services - Other - Libra	1,752.50	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-571-400	Travel and Training - Library	194.75	700.00	700.00	0.00	0.00	700.00	0.00 %
01-571-410	Communication Services - Library	3,741.50	6,200.00	6,200.00	294.00	1,364.65	4,835.35	22.01 %
01-571-420	Education Reimbursement - Library	0.00	2,040.00	2,040.00	0.00	0.00	2,040.00	0.00 %
01-571-430	Utilities - Library	3,015.20	4,500.00	4,500.00	573.72	1,466.42	3,033.58	32.59 %
01-571-460	Repairs and Maintenance - Library	3,617.00	4,100.00	4,100.00	1,219.07	1,259.01	2,840.99	30.71 %
01-571-480	Promo Activities & Legal Ads - Librar	583.48	2,500.00	2,500.00	360.78	386.42	2,113.58	15.46 %
01-571-490	Other Current Charges - Library	0.00	0.00	0.00	0.00	42.79	(42.79)	0.00 %
01-571-510	Office Supplies - Library	449.83	1,300.00	1,300.00	31.27	169.37	1,130.63	13.03 %
01-571-520	Operating Supplies - Library	3,604.76	9,000.00	9,000.00	530.98	1,591.17	7,408.83	17.68 %
01-571-540	Books, Pub., Sub., & Memberships - Li	706.07	600.00	600.00	53.00	53.00	547.00	8.83 %
01-571-660	Books, Pub. & Library Materials - Libr	16,033.54	17,000.00	17,000.00	2,059.36	5,494.64	11,505.36	32.32 %
DEPARTMENT TOTAL		143,406.35	169,619.00	169,619.00	15,822.60	45,451.42	124,167.58	26.80 %

POLK CITY
 JANUARY 2020 GF MONTHLY FINANCIALS

General Fund Expenditures
 33.33 % Yr Complete For Fiscal Year: 2020 / 1

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
PARKS								
01-572-310	Professional Services - Parks	1,056.50	0.00	0.00	700.00	4,443.77	(4,443.77)	0.00 %
01-572-430	Utilities - Parks	7,026.15	23,000.00	23,000.00	661.42	2,326.64	20,673.36	10.12 %
01-572-460	Repairs and Maintenance - Parks	12,232.19	15,000.00	15,000.00	1,055.02	12,363.08	2,636.92	82.42 %
01-572-493	Equipment Rental - Parks	0.00	1,000.00	1,000.00	0.00	446.20	553.80	44.62 %
01-572-520	Operating Supplies - Parks	1,829.33	1,200.00	1,200.00	492.84	704.34	495.66	58.70 %
01-572-630	Improvements Other than Building - Pa	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-572-640	Machinery & Equipment - Parks	0.00	0.00	0.00	0.00	562.98	(562.98)	0.00 %
DEPARTMENT TOTAL		22,144.17	50,200.00	50,200.00	2,909.28	20,847.01	29,352.99	41.53 %
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	680.00	2,000.00	2,000.00	0.00	560.00	1,440.00	28.00 %
01-574-440	Rentals and Leases - Spec Events	125.00	1,000.00	1,000.00	3,387.40	3,387.40	(2,387.40)	338.74 %
01-574-470	Printing and Reproduction - Spec Even	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-490	Other Current Charges - Spec Events	0.00	0.00	0.00	0.00	145.58	(145.58)	0.00 %
01-574-520	Operating Supplies - Spec Events	8,652.46	11,000.00	11,000.00	1,212.26	8,815.22	2,184.78	80.14 %
DEPARTMENT TOTAL		9,457.46	16,500.00	16,500.00	4,599.66	13,908.20	3,591.80	78.23 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	9,785.28	25,000.00	25,000.00	830.91	3,128.18	21,871.82	12.51 %
01-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-590-312	Professional Services - Other - Non-D	2,310.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
01-590-315	Inmate Labor - GF Non - Dept	28,748.50	28,749.00	28,749.00	0.00	14,374.26	14,374.74	50.00 %
01-590-320	Accounting and Auditing - Non-Dept	19,271.44	17,000.00	17,000.00	764.36	4,919.47	12,080.53	28.94 %
01-590-450	Liability Insurance - Non-Dept	65,121.50	70,000.00	70,000.00	0.00	36,479.50	33,520.50	52.11 %
01-590-464	Vehicle Fuel - Non- Departmental	443.55	500.00	500.00	24.73	84.62	415.38	16.92 %
01-590-465	Vehicle Maintenance - Non-Departmenta	823.41	500.00	500.00	0.00	57.50	442.50	11.50 %

POLK CITY
JANUARY 2020 GF MONTHLY FINANCIALS

General Fund Expenditures
33.33 % Yr Complete For Fiscal Year: 2020 / 1

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-590-510	Office Supplies - Non-Departmental	937.63	2,000.00	2,000.00	69.98	209.94	1,790.06	10.50 %
01-590-520	Operating Supplies - Non-Dept	2,625.27	3,000.00	3,000.00	0.00	626.58	2,373.42	20.89 %
01-590-521	Emergencies & Contingencies - Operati	3,676.27	20,000.00	20,000.00	3,726.07	3,726.07	16,273.93	18.63 %
01-590-525	Uniforms - Non Dept	2,899.14	4,500.00	4,500.00	0.00	619.85	3,880.15	13.77 %
01-590-528	Postage - Non-Dept	766.10	1,000.00	1,000.00	0.00	44.80	955.20	4.48 %
01-590-540	Books, Pub., Sub., & Memberships -NON	0.00	0.00	0.00	0.00	2,725.00	(2,725.00)	0.00 %
01-590-930	Transfer - Police Public Safety Impac	0.00	59,984.00	59,984.00	0.00	0.00	59,984.00	0.00 %
01-590-931	Transfer to Fire Public Safety Impact	0.00	32,095.00	32,095.00	0.00	0.00	32,095.00	0.00 %
01-590-932	Transfer - Parks & Rec Impact Reservé	0.00	96,734.00	96,734.00	0.00	0.00	96,734.00	0.00 %
01-590-933	Transfer -Public Facility Impact Rese	0.00	162,564.00	162,564.00	0.00	0.00	162,564.00	0.00 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	63,392.00	63,392.00	0.00	0.00	63,392.00	0.00 %
01-590-941	Reserves - Emergencies & Contingencie	5,191.76	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	2,340.00	5,000.00	5,000.00	350.00	350.00	4,650.00	7.00 %
01-590-992	Unemployment Claims - Non-Dept	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-590-996	Bad Debt - Non-Dept	(2,476.98)	3,000.00	3,000.00	8,722.63	8,722.63	(5,722.63)	290.75 %
01-590-999	Other - Non-Operating Charges - Non-D	(789.45)	5,500.00	5,500.00	2,432.89	3,599.09	1,900.91	65.44 %
DEPARTMENT TOTAL		141,673.42	621,018.00	621,018.00	16,921.57	79,667.49	541,350.51	12.83 %
=====								
General Fund Revenues Total		2,611,176.40	2,944,564.00	2,944,564.00	247,480.59	1,435,519.01	1,509,044.99	51.25%
General Fund Expenditures Total		-2,073,363.25	-2,944,564.00	-2,944,564.00	-221,682.81	-774,786.82	-2,156,512.98	73.24%
Total Revenue vs. Expenditures		537,813.15	0.00	0.00	25,747.78	660,732.19	-647,467.99	

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2020 thru Fiscal Month: Jan, for Fund: 01

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	2,522,849.46	
01-101-900	Cash - GF Police Public Safety Impact Fees	171,214.66	
01-101-801	Cash - GF Fire Public Safety Impact Fees	111,770.41	
01-101-802	Cash - GF Recreation Impact Fees	334,931.36	
01-101-803	Cash - GF Gen Gov't Facilities Impact Fees	334,273.45	
01-101-990	Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	30,738.52	
01-115-110	Accounts Receivable - NSP	50.00	
01-115-120	Accounts Receivable - Local Bus Licenses	7,100.00	
01-115-130	Accounts Receivable - Readiness to Serve	3,476.98	
01-115-200	Accounts Receivable - Year End	171,090.91	
01-117-100	Allowance for Bad Debt	6,857.17	
01-117-200	Allowance for Uncollectible A/R	2,476.98	
01-133-100	Due From Other Governmental Units	36,142.26	
01-133-101	Due From Others (Franchise & Public Serv. Tax)	7,282.75	
01-153-302	Restricted Cash - New Local Opt Gas Tax	115,896.59	
01-153-303	Restricted Cash - Building and Codes	160,917.77	
01-160-902	Reserve Account	177,764.58	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		3,883,764.79
01-202-100	Accounts Payable	41,236.79	
01-202-200	Accounts Payable - Year End	24,155.56	
01-202-900	Customer Deposits	4,185.00	
01-208-200	Due to BCAIB - Builder's Surcharge	6.00	
01-208-300	Due to County - Impact Fees	92,861.08	
01-208-310	Due to DCA - Bldg Permit Surcharge	1,033.86	
01-208-320	Due to Dept of Business - License Fees	1,192.12	
01-208-330	Due to PCSO - Police Education Revenue	388.11	
01-216-100	Accrued Payroll	12,712.66	
01-217-200	Accrued Sales Tax	350.34	
01-218-050	Payroll Liabilities	87.80	
01-218-100	Payroll Taxes Payable	7,829.49	
01-218-200	FRS Retirement Payable	6,517.85	
01-218-310	Long Term Disability Payable	964.00	
01-218-320	Supplemental Insurance Payable	3,019.10	
01-218-327	CHL- Child Support	242.78	
01-218-400	Dental Plan Payable	57.61	
01-218-410	Vision Plan Payable	514.59	
	** TOTAL LIABILITY**		88,970.28
01-243-100	Encumbrances Placed	11,262.15	
01-245-100	Reserved for Encumbrances	11,262.15	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	3,134,062.37	
	** TOTAL EQUITY**		3,134,062.37
	** TOTAL REVENUE**		1,435,519.01
	** TOTAL EXPENSE**		774,786.87
	TOTAL LIABILITY AND EQUITY		3,883,764.79

POLK CITY
 JANUARY 2020 EF MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE
 33.33 % Yr Complete For Fiscal Year: 2020 / 1

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTy T	2,112.49	0.00	0.00	23.93	23.93	(23.93)	0.00 %
05-324-210	Water Impact Fees	85,603.00	162,471.00	162,471.00	19,217.00	76,868.00	85,603.00	47.31 %
05-324-220	Sewer Impact Fees	211,920.00	410,595.00	410,595.00	48,565.00	189,845.00	220,750.00	46.24 %
05-325-111	Connection Fees - Water - Cash Basis	42,430.16	81,840.00	81,840.00	9,570.00	38,715.00	43,125.00	47.31 %
05-325-112	Connection Fees - Water - Accrual Bas	3,045.00	500.00	500.00	1,360.60	3,405.44	(2,905.44)	681.09 %
05-325-210	Readiness to Serve Charge - Sewer	30,892.30	29,148.00	29,148.00	0.00	0.00	29,148.00	0.00 %
05-325-211	Readiness to Serve Charge - Water	21,260.00	21,704.00	21,704.00	239.26	239.26	21,464.74	1.10 %
05-329-200	Other Lic./Fees/Permits	2,661.00	2,000.00	2,000.00	100.00	600.00	1,400.00	30.00 %
05-331-350	Sewer/Wastewater Grants	0.00	0.00	0.00	41,633.00	248,489.00	(248,489.00)	0.00 %
05-331-370	Small Community Wastewater Grant	128,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-340-300	Water Utility Revenue	1,165,225.74	1,214,879.00	1,214,879.00	91,910.60	291,783.40	923,095.60	24.02 %
05-340-500	Sewer Utility Revenue	1,091,753.54	1,149,532.00	1,149,532.00	92,263.61	279,923.11	869,608.89	24.35 %
05-359-100	Other Fines and/or Forfeitures	30,795.00	23,800.00	23,800.00	3,745.00	13,665.00	10,135.00	57.42 %
05-359-200	Non Sufficient Funds	1,560.00	1,300.00	1,300.00	125.00	390.00	910.00	30.00 %
05-359-300	Late Fees	30,996.00	29,000.00	29,000.00	2,163.00	8,935.50	20,064.50	30.81 %
05-369-100	Misc. Income	(505.68)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-110	Refund of Overpayments	7,267.54	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-111	Cash Drawer Overage	0.00	0.00	0.00	20.00	20.00	(20.00)	0.00 %
05-369-400	Insurance Proceeds	0.00	0.00	0.00	0.00	5,681.63	(5,681.63)	0.00 %
05-369-401	Insurance - Claims	7,023.45	0.00	0.00	0.00	0.00	0.00	0.00 %
05-381-900	Cash Carry Forward	0.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00 %
DEPARTMENT TOTALS		2,862,039.54	3,256,769.00	3,256,769.00	310,936.00	1,158,584.27	2,098,184.73	35.57 %

POLK CITY
JANUARY 2020 EF MONTHLY FINANCIALS

Enterprise Fund Expenditures
33.33 % Yr Complete For Fiscal Year: 2020 / 1

G/L	DESCRIPTION	2019	2020	2020	2020	2020	2020	PERCENTAGE
ACCOUNT		ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
Water								
05-533-120	Regular Salary - Wages - Water Oper	176,307.51	205,272.00	205,272.00	16,686.06	47,718.87	157,553.13	23.25 %
05-533-140	Overtime - Water Oper	2,916.21	5,262.00	5,262.00	244.78	2,095.16	3,166.84	39.82 %
05-533-210	Fica Taxes - Water Oper	13,253.83	16,106.00	16,106.00	1,355.50	3,982.72	12,123.28	24.73 %
05-533-220	Retirement Contribution - Water Oper	37,538.23	17,832.00	17,832.00	1,434.04	4,927.55	12,904.45	27.63 %
05-533-230	Life & Health Insurance - Water Oper	44,230.36	54,105.00	54,105.00	3,904.73	15,618.91	38,486.09	28.87 %
05-533-240	Worker's Compensation - Water Oper	7,570.00	9,746.00	9,746.00	0.00	6,304.58	3,441.42	64.69 %
05-533-310	Professional Services - Water Oper	28,291.81	20,000.00	20,000.00	2,021.51	5,096.31	14,903.69	25.48 %
05-533-311	Engineering Services - Water Oper	(1,558.00)	30,000.00	30,000.00	0.00	2,937.50	27,062.50	9.79 %
05-533-312	Professional Services - Other - Water	3,952.02	20,000.00	20,000.00	89.40	978.53	19,021.47	4.89 %
05-533-313	Professional Services - Polk Regional	2,871.00	5,000.00	5,000.00	913.82	913.82	4,086.18	18.28 %
05-533-400	Travel and Training - Water Oper	872.95	500.00	500.00	35.00	35.00	465.00	7.00 %
05-533-410	Communication Services - Water Oper	4,160.22	3,500.00	3,500.00	0.00	1,127.60	2,372.40	32.22 %
05-533-420	Education Reimbursement - Water Oper	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-533-430	Utilities - Water Oper	1,266.22	0.00	0.00	93.90	409.19	(409.19)	0.00 %
05-533-431	Mt. Olive WTP - Utilities - Water Oper	3,191.68	6,900.00	6,900.00	463.49	6,157.79	(5,157.79)	89.24 %
05-533-432	Commonwealth WTP - Utilities - Water	1,501.25	4,620.00	4,620.00	24.23	77.14	4,542.86	1.67 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	12,853.99	12,000.00	12,000.00	11,049.56	14,257.77	(2,257.77)	118.81 %
05-533-460	Repairs and Maintenance - Water Oper	39,221.53	40,000.00	40,000.00	0.00	2,952.67	37,047.33	7.38 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	34,080.99	10,000.00	10,000.00	0.00	2,148.00	7,852.00	21.48 %
05-533-462	Commonwealth WTP - Repairs and Maint	0.00	8,000.00	8,000.00	0.00	2,586.00	5,414.00	32.33 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	0.00	8,000.00	8,000.00	0.00	4,061.41	3,938.59	50.77 %
05-533-464	Vehicle Fuel - Water Oper	10,665.49	7,000.00	7,000.00	679.54	2,197.28	4,802.72	31.39 %
05-533-465	Vehicle Maintenance - Water Oper	13,133.97	8,000.00	8,000.00	0.00	226.32	7,773.68	2.83 %
05-533-466	Public Works/Utilities Facility - Rep	4,265.01	6,000.00	6,000.00	526.01	526.01	5,473.99	8.77 %
05-533-470	Printing and Reproduction - Water Oper	0.00	0.00	0.00	0.00	155.00	(155.00)	0.00 %
05-533-492	Recording & Other Fees - Water Oper	5,300.00	4,300.00	4,300.00	0.00	0.00	4,300.00	0.00 %
05-533-493	Equipment Rental - Water Oper	0.00	0.00	0.00	218.38	218.38	(218.38)	0.00 %
05-533-510	Office Supplies - Water Oper	252.66	1,000.00	1,000.00	18.47	74.71	925.29	7.47 %
05-533-520	Operating Supplies - Water Oper	24,075.89	15,000.00	15,000.00	775.03	6,366.08	8,633.92	42.44 %
05-533-524	Chemicals - Water Oper	3,233.99	9,000.00	9,000.00	393.00	1,987.00	7,013.00	22.08 %
05-533-526	Meter Supplies - New Installs - Water	56,117.68	90,000.00	90,000.00	0.00	44,513.16	45,486.84	49.46 %
05-533-527	Meter Supplies - Repairs & Maintenanc	11,814.64	20,000.00	20,000.00	2,904.06	18,292.47	2,970.63	91.46 %
05-533-530	Road Materials & Supplies - Water Oper	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	1,403.78	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-605	Depreciation Expense - Water Oper	122,184.87	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-640	Machinery & Equipment - Water Oper	0.00	120,000.00	120,000.00	0.00	0.00	113,368.92	0.00 %
05-533-641	Mt. Olive WTP - Machinery & Equipment	0.00	150,000.00	150,000.00	0.00	20,000.00	25,066.00	13.33 %

POLK CITY
JANUARY 2020 EF MONTHLY FINANCIALS

Enterprise Fund Expenditures
33.33 % Yr Complete For Fiscal Year: 2020 / 1

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
05-533-642	Commonwealth WTP - Machinery & Equipm	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-533-643	V.Matt Williams WTP - Machinery & Equ	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-533-660	Other Capital Assets - Water Operatio	0.00	0.00	0.00	0.00	32,177.50	(32,177.50)	0.00 %
05-533-710	Principal - Water Oper	0.00	79,277.00	79,277.00	0.00	0.00	79,277.00	0.00 %
05-533-720	Interest - Water Oper	76,351.08	72,847.00	72,847.00	36,423.57	36,423.57	36,423.43	50.00 %
DEPARTMENT TOTAL		741,320.86	1,104,267.00	1,104,267.00	80,154.08	287,544.00	700,521.02	26.04 %

Sewer

05-535-120	Regular Salary - Wages - Sewer Oper	109,003.76	130,319.00	130,319.00	11,491.40	27,846.76	102,472.24	21.37 %
05-535-140	Overtime - Sewer Oper	3,492.28	3,475.00	3,475.00	119.34	1,797.40	1,677.60	51.72 %
05-535-210	Fica Taxes - Sewer Oper	8,464.96	10,235.00	10,235.00	870.68	2,375.09	7,859.91	23.21 %
05-535-220	Retirement Contribution - Sewer Oper	20,575.66	11,332.00	11,332.00	983.44	3,027.33	8,304.67	26.71 %
05-535-230	Life & Health Insurance - Sewer Oper	23,902.78	30,744.00	30,744.00	1,959.65	7,838.59	22,905.41	25.50 %
05-535-240	Workers' Compensation - Sewer Ope	3,694.00	10,388.00	10,388.00	0.00	0.00	10,388.00	0.00 %
05-535-310	Professional Services - Sewer Oper	35,123.80	25,000.00	25,000.00	11,158.25	21,038.70	(19,288.70)	84.15 %
05-535-311	Engineering Services - Sewer Oper	(1,558.00)	20,000.00	20,000.00	0.00	8,238.75	11,761.25	41.19 %
05-535-312	Professional Services - Other - Sewer	4,566.06	14,000.00	14,000.00	0.00	295.83	13,704.17	2.11 %
05-535-400	Travel and Training - Sewer Oper	1,941.52	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-410	Communication Services - Sewer Oper	3,299.99	3,500.00	3,500.00	0.00	852.02	2,647.98	24.34 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	975.47	1,500.00	1,500.00	0.00	131.70	1,368.30	8.78 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,376.00	2,500.00	2,500.00	0.00	833.85	1,666.15	33.35 %
05-535-430	Utilities - Sewer Oper	6,216.09	7,000.00	7,000.00	540.55	2,268.06	4,731.94	32.40 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	18,679.65	21,000.00	21,000.00	1,492.69	6,144.75	14,855.25	29.26 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	7,476.06	11,000.00	11,000.00	756.20	3,039.66	7,960.34	27.63 %
05-535-460	Repairs and Maintenance - Sewer Oper	53,550.80	100,000.00	100,000.00	10,330.12	37,430.66	62,569.34	37.43 %
05-535-461	Cardinal Hill - Repairs and Maint - S	4,887.70	40,000.00	40,000.00	0.00	1,494.00	38,506.00	3.74 %
05-535-464	Vehicle Fuel - Sewer Oper	12,007.80	4,000.00	4,000.00	674.67	2,258.19	1,741.81	56.45 %
05-535-465	Vehicle Maintenance - Sewer Oper	13,287.66	8,000.00	8,000.00	466.90	1,228.94	6,771.06	15.36 %
05-535-466	Public Works/Utilities Facility - Rep	4,420.68	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
05-535-470	Printing and Reproduction - Sewer Ope	0.00	60.00	60.00	0.00	0.00	60.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	168.22	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	125.00	1,000.00	1,000.00	0.00	100.00	900.00	10.00 %
05-535-493	Equipment Rental - Sewer Oper	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	262.98	1,000.00	1,000.00	18.46	74.71	925.29	7.47 %
05-535-520	Operating Supplies - Sewer Oper	11,207.82	8,000.00	8,000.00	757.64	2,408.71	5,591.29	30.11 %

POLK CITY
JANUARY 2020 EF MONTHLY FINANCIALS

Enterprise Fund Expenditures
33.33 % Yr Complete For Fiscal Year: 2020 / 1

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
05-535-521	Cardinal Hill WWTP - Operating Suppli	27.34	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	15,360.00	0.00	0.00	0.00	1,976.00	(1,976.00)	0.00 %
05-535-524	Chemicals - Sewer Oper	30,789.99	17,000.00	17,000.00	941.00	5,195.00	11,805.00	30.56 %
05-535-530	Road Materials & Supplies - Sewer Ope	27.74	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-540	Books, Pub., Sub., & Memberships - Se	418.27	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-535-605	Depreciation Expense - Sewer Oper	307,323.29	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-630	Improvements Other than Building - Se	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	930.00	80,000.00	80,000.00	0.00	0.00	73,368.93	0.00 %
05-535-641	Cardinal Hill - Mach & Equip - Sewer	950.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	0.00	410,595.00	410,595.00	5,478.23	175,134.13	235,460.87	42.65 %
05-535-710	Principal - Sewer Oper	0.00	319,972.00	319,972.00	0.00	0.00	319,972.00	0.00 %
05-535-720	Interest - Sewer Oper	302,312.44	295,533.00	295,533.00	123,188.93	123,188.93	172,344.07	41.68 %
05-535-722	Interest - DEP Effluent Disposal Loan	4,626.30	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		910,914.11	1,688,153.00	1,688,153.00	171,228.15	436,217.76	1,222,054.17	25.84 %

EF Non-Departmental

05-590-310	Professional Services - Non-Dept	27,327.92	25,000.00	25,000.00	2,081.79	8,868.46	16,131.54	35.47 %
05-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-590-312	Professional Services - Other - Non-D	8,240.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-590-315	Inmate Labor - EF Non - Dept	28,748.50	28,749.00	28,749.00	0.00	14,374.24	14,374.76	50.00 %
05-590-320	Accounting and Auditing - Non-Dept	30,497.31	17,000.00	17,000.00	1,551.89	9,988.03	7,011.97	58.75 %
05-590-440	Rentals and Leases - Non-Dept	4,609.06	0.00	0.00	397.00	1,345.89	(1,345.89)	0.00 %
05-590-450	Liability Insurance - Non-Dept	26,351.50	70,000.00	70,000.00	0.00	36,479.50	33,520.50	52.11 %
05-590-510	Office Supplies - Non-Departmental	840.65	1,000.00	1,000.00	69.98	209.94	790.06	20.99 %
05-590-520	Operating Supplies - Non-Dept	843.76	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-521	Emergencies & Contingencies - Operati	9,197.82	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-590-525	Uniforms - Non Dept	1,493.52	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
05-590-528	Postage - Non-Dept	64.32	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-540	Books, Pub., Sub., & Memberships -NON	0.00	0.00	0.00	0.00	1,152.00	(1,152.00)	0.00 %
05-590-720	Interest - Bond 2017 Issue	(44,749.17)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	64,104.94	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
05-590-930	Transfer to Water Impact Fee Reserves	0.00	162,471.00	162,471.00	0.00	0.00	162,471.00	0.00 %
05-590-941	Reserves - Emergencies & Contingencie	0.00	83,077.00	83,077.00	0.00	0.00	83,077.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %

POLK CITY
 JANUARY 2020 EF MONTHLY FINANCIALS

Enterprise Fund Expenditures
 33.33 % Yr Complete For Fiscal Year: 2020 / 1

G/L		2019	2020	2020	2020	2020	2020	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
05-590-994	Bank Fees - Non-Dept	0.00	1,550.00	1,550.00	0.00	0.00	1,550.00	0.00 %
05-590-996	Bad Debt - Non-Dept	11,249.07	0.00	0.00	42,197.08	42,197.08	(42,197.08)	0.00 %
05-590-999	Other - Non-Operating Charges - Non-D	401.92	0.00	0.00	63.13	412.23	(412.23)	0.00 %
DEPARTMENT TOTAL		194,221.12	464,347.00	464,347.00	46,360.87	115,027.37	349,319.63	24.77 %
Enterprise Fund Revenues Total		4,483,503.00	3,256,769.00	3,256,769.00	310,936.00	1,158,584.27	2,098,184.73	35.57%
Enterprise Fund Expenditures Total		-3,418,079.37	-3,256,769.00	-3,256,769.00	-297,743.10	-838,789.13	-2,271,854.82	25.76%
Total Revenue vs. Expenditures		1,065,423.63	0.00	0.00	13,192.90	319,795.14	-173,710.09	

Library Reports 10/2019 - 09/2020

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Totals
Circulation													
Adult Books	1273	1318	1049	1204									4844
Juvenile Books	1035	787	949	909									3680
DVD'S	858	829	912	1299									3898
Hot-Spots	20	20	25	20									85
Digital	75	93	73	75									316
Total Circulation	3261	3047	3008	3507									12,823
New Borrowers													
In City	5	11	24	21									61
In County	3	18	4	6									31
Digital	7	12	5	9									33
Total New Borrowers	15	41	33	36									125
Number of Programs													
Adult	5	2	1	2									10
Juvenile	5	3	4	1									13
Young Adult	1	0	1	0									2
Total Programs	11	5	6	3									25
Program Attendance													
Adult	89	21	21	21									152
Juvenile	119	20	26	11									176
Young Adult	33	0	5	0									38
Total Attendance	241	41	52	32									366
Reference Questions													
<i>Phone Calls</i>	190	178	258	224									850
Number of Computer Users													
	212	194	191	185									782
Total Patrons													
	1716	1615	1278	1308									5917

Submitted By: Suzette Penton, Librarian

**POLK COUNTY SHERIFF'S OFFICE
DEPARTMENT OF LAW ENFORCEMENT**

STATISTICAL DATA

West **Division**

February 04, 2020

Northwest District

To: Patricia Jackson , City Manager
From: Deputy Christina Poindexter #7376
 Subject: Statistical report for January, 2020.

ACTIVITY	
FELONY ARREST	2
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	4
AFFIDAVITS MISDEMEANOR	
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	6
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	4
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	43
NARCOTICS SEIZED	5.2 grams of Meth, 2 grams cannabis, 2 pills
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	8
TOW-AWAY NOTICES	1
COMMUNITY CONTACTS	1875
TRAFFIC STOPS	11

TOTAL DISPATCHED CALLS FOR SERVICE

116

In January 2020, there were three (2) PROCAP captured crimes as compared to four (4) in January 2019. In January 2020 there was one reported residential burglary of a residence under construction in Fountain Park Subdivision Phase 3. During this incident cooper wire was cut and removed to the residence under construction. Total theft was 4 foot of 12.2 gauge cooper wire an estimate of \$10.00 in wire stolen, however the wire will have to be rerun with approximate cost for rerun \$200.00. In January there was a report of a vehicle theft, known subject had stolen the vehicle from the driveway. The vehicle was later recovered and the suspect was arrested. These cases do not pose to be a trend and are not related at this time.

Case No.	Incident	Date	Day	Location	Description	Officer	Priority	Victims	Case Status
VEHICLE THEFT									
PCSO-200000422	2020-01-04 / 0200hrs	2020-01-04 / 0800hrs	Sat	8847 CONWAY RD	Used key fob. Known susp removed the vltcs silver 2019 Ford Fusion bearing Florida tag#CTD101 (rental) while staying at resid 10'15: Olive Ramsey WF 120689 / 1/4 1902Hrs - Susp was arrested in the area of Hwy 60 & Logistic Parkway, Lake Wales where deputies were in pursuit of stolen veh	Patrol			CA
BURGLARY RESIDENCE									
PCSO-200000271	2020-01-02 / 1600hrs	2020-01-03 / 0819hrs	Fri	8810 FOX DR FOUNTAIN PARK	Resid under construction / no doors or windows; Unk susp entered resid under construction & removed approx 4' of 12.2g copper wire from the electric socket run. Cable was possibly left on site. GC is acquiring cameras to place in site and acquiring list of employees. Possibly committed by electricians.	Arbogast	No	No	Ongoing

Department of Law Enforcement																													
Polk City - 2019 - 2020																													
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly Change	YTD	
	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burg. Business	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0%	1.0
Burg. Residence	2	1	2	0	0	0	0	0	0	1	0	0	0	0	0	0	2	0	0	0	1	0	2	0	2	1	-50%	2.0	
Burg. Structure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burg. Conveyance	0	0	1	0	0	0	0	0	0	1	0	0	0	0	14	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Vehicle Theft	0	1	0	0	2	0	0	0	1	0	1	0	0	0	0	0	0	0	0	2	0	0	0	0	0	1	100%	0.0	
Grand Theft	1	0	1	0	1	0	0	0	0	0	1	0	0	0	1	0	0	0	1	0	0	0	0	0	1	0	0%	1.0	
Pelt Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	-100%	0.0	
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Retail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Mischief	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	1	0	0	0	-100%	0.0	
Totals	4	2	4	0	3	0	0	0	3	0	2	0	16	0	4	0	5	0	3	0	2	0	4	0	4	2	-50%	4.0	
% Change	-50%		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		-50%		-50%		
FIR's	0	0	3	0	1	0	0	0	4	0	4	0	6	0	2	0	0	0	1	0	0	0	0	0	0	0	-2		

Public Works Report

January 2020

Public Works

Summary: Public Works maintained all Public facilities to include Library, City Hall, Freedom Park, Bronson Center, Old Public Works Facility, Courts, McManigle Park, Fishing Pier, New Public Work/Utility facilities, and Activity Center.

- Mowed and trimmed all City facilities
- Inspected Freedom Park, Recreation Courts, Fishing Pier, and McManigle Park,
- Activity Center – Set up and tear down of facility for Rental of Building.
- Bronson Center- Set up and tear down of facility for Rental of Building
- Monitored and serviced all storm drains throughout Polk City.
- Completed Work Orders-15 (Repairs and Maintenance of Equipment, Electrical, plumbing, Building Maintenance, Vehicle Maintenance, etc.)
- Installed New Soffit at the Activity Center
- Painted Library

February Objectives:

Continue maintaining the mowing and preventive maintenance of all City facilities, service equipment. Public Works will be getting out Back Flow letters. Working on Inventory/Asset program.

Submitted by: Keith Prestage, Public Works Director

UTILITY DEPARTMENT

DECEMBER 2019 MONTHLY REPORT

Summary: Water/Wastewater continued to maintain sampling of the Wastewater Treatment Plant. Continued to pull all samples for the Water Plants. All samples were in compliance. Completed monthly MORs/DMR reports for DEP. Completed monthly SWFWMD report as required. Met all of DEP requirements to keep Polk City in compliance. Completed Annual Reclaim Report.

- All lift stations continue to have preventive maintenance. We are continuing to get all Verbatims/Auto dialers running properly. Generators are being maintained.

Service Completed

- Monthly meter reading
- No reads for the Utility Billing-120
- Work Orders-126
- Turn On-23
- Turn off-18
- Misc-85 - (rereads, laptops, vacation turn on, TBO from shut off)
- Fire Hydrant flushing and maintenance is being done weekly.
- Valve exercising is being done weekly.
- Continue preventative maintenance/housekeeping is being done.
- WWTF is maintained by wasting, decanting, housekeeping.
- Set up and broke down all barricades and tents for Christmas Parade

JANUARY OBJECTIVES: Meet all DEP requirements to stay in compliance, continuing to maintain work orders and locates.

Submitted by: Lori Pearson, Utilities Supervisor

UTILITY DEPARTMENT

JANUARY 2020 MONTHLY REPORT

Summary: Water/Wastewater continued to maintain sampling of the Wastewater Treatment Plant. Continued to pull all samples for the Water Plants. All samples were in compliance. Completed monthly MORs/DMR reports for DEP. Completed monthly SWFWMD report as required. Met all of DEP requirements to keep Polk City in compliance. Completed Annual Reclaim Report. Final Reclaim Inspection with DEP.

- All lift stations continue to have preventive maintenance. We are continuing to get all Verbatims/Auto dialers running properly. Generators are being maintained.

Service Completed

- Monthly meter reading
- No reads for the Utility Billing-138
- Work Orders-137
- Turn On-27
- Turn off-27
- Misc- 83 -(rereads, laptops, vacation turn on, TBO from shut off) -
- Fire Hydrant flushing and maintenance is being done weekly.
- Valve exercising is being done weekly.
- Continue preventative maintenance/housekeeping is being done.
- WWTF is maintained by wasting, decanting, housekeeping.
- Pulled all NO2 and NO3 samples for the year 2020

FEBRUARY OBJECTIVES: Meet all DEP requirements to stay in compliance, continuing to maintain work orders and locates.

Submitted by: Lori Pearson, Utilities Supervisor

**City Commission Meeting
February 17, 2020**

AGENDA ITEM # 1:

**RFQ – ENGINEERING SERVICES, COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM - FFY 2019**

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE:

RFQ– Engineering Services, Community Development Block Grant Program – FFY 2019

ATTACHMENTS:

1. Copy of scoring criteria
2. Scoring Sheet for each Proposal
3. RFQ's – three Engineering Firms

ANALYSIS:

Polk City opted out of the Polk County CDBG in order to apply through the State of Florida for Community Development Block Grant Program. It is expected the next round to accept applications will be in the early part of 2020; it is anticipated the Grant Award will be \$650,000, which is what the proposals are based upon.

Based on that, Polk City placed an advertisement seeking RFQ's for an Engineering Firm in the Ledger; three RFQ's were received as follows:

- **Chastain-Skillman, Inc.**
- **Mittauer & Associates**
- **Wood**

Please fill out your scoring sheet and have ready at the meeting; they will be ranked 1st, 2nd and 3rd based on combined totals of each Commissioner's total for each RFQ. The City will negotiate (pricing) with the number one choice for Engineering Services.

The RFQ's are on file in the City Manager's Office and/or Sheandolen's Office.

STAFF RECOMMENDATION:

Approval will be based on the ranking performed by the City Commission.

REQUEST FOR QUALIFICATIONS

CITY OF POLK CITY

**GRANT PROJECTS ENGINEERING, DESIGN
AND CONSTRUCTION INSPECTION
SERVICES**

**FFY 2019 COMMUNITY DEVELOPMENT AND
RELATED PROGRAMS**

JANUARY 31, 2020





LAKELAND 205 East Orange Street, Suite #110
Lakeland, FL 33801

PHONE 863-646-1402

WINTER HAVEN 331 W Central Ave, Suite #241
Winter Haven, FL 33880

PHONE 863-646-1402

January 31, 2020

City of Polk City
123 Broadway Blvd. SE
Polk City, Florida 33868
Attn: Mrs. Patricia Jackson

*RE: Request for Qualifications
Grant Projects Engineering, Design, and Construction Inspection Services
FFY 2019 Community Development and Related Programs*

Dear Selection Committee:

Chastain-Skillman (CS) would like to serve the City of Polk City (City) as the consultant for the above-referenced roadway improvement project and is committed being a critical resource in achieving your goals. With the enclosed information, we will demonstrate that our firm has the project understanding, technical expertise, local knowledge, and depth of staff to reliably guide the City.

Selecting CS as your consultant gives you:

A LOCAL FIRM

The location of the Consulting Engineer's office is critical to project success and client satisfaction. A local firm personally understands the needs and challenges of the area. Headquartered in Lakeland, Chastain-Skillman (CS) is a third generation, locally owned engineering firm that has been actively involved in the development of Polk County for 70 years, giving us local knowledge that is unparalleled. In addition, our close proximity (15 miles) gives the City a quick response time, enabling close communication between the City and CS.

AN EXPERIENCED FIRM

CS has extensive experience in civil engineering, permitting and funding and has comprised a strong team of technical professionals to address the needs listed in this RFQ. The CS team has experience working with the City as well as other Central Florida municipalities, including Auburndale, Bartow, Davenport, Dundee, Frostproof, Lake Hamilton, Lakeland, Wauchula, and Winter Haven. **CS also has over 25 years of experience with CDBG and other grant programs and has completed over 50 CDBG projects in Florida.**

As a local firm, we are both personally and professionally invested in the area and look for any opportunity to participate in the continued success of Polk City and its residents. We hope to have the opportunity to be of service on this project.

Sincerely,
CHASTAIN-SKILLMAN, INC.

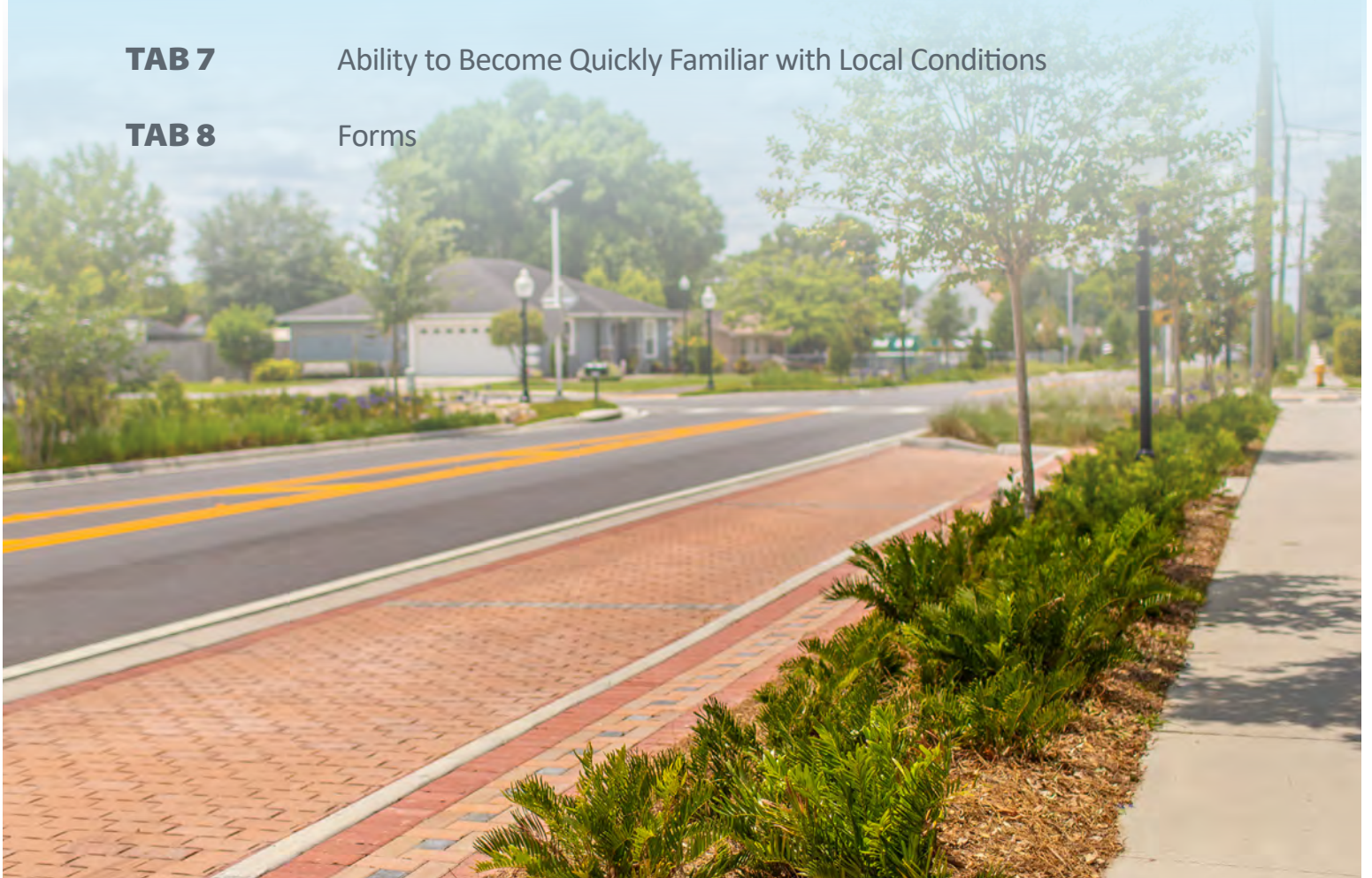
W. R. Cauthan, PE
Vice President of Civil Engineering

Enclosure: One (1) original, two (2) copies and one (1) electronic full copy of our Statement of Qualifications

Engineering
Surveying
Environmental

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TAB 6	Client References
TAB 7	Ability to Become Quickly Familiar with Local Conditions
TAB 8	Forms



TAB 1

KNOWLEDGE OF STATE & FEDERAL REGULATIONS GOVERNING THE CDBG PROGRAM AS WELL AS OTHER GRANT PROGRAMS





KNOWLEDGE OF REGULATIONS GOVERNING CDBG

PROJECT FUNDING EXPERIENCE

CS understands that assisting the City of Polk City (City) with Community Development Block Grant (CDBG) funding is fundamental in order to provide necessary roadway improvements for the City. CS is experienced with CDBG grant projects and has completed many of these projects in the past with many other Florida municipalities - including Polk City.

CS has worked closely with the grant personnel to obtain funding and receive reimbursement for similar projects since the late 1970s. With over 40 years of experience in working with these programs, we are knowledgeable in all of the requirements of the various programs.

In Tab 2, we offer a detailed list of CDBG experience to demonstrate that CS has for many years successfully assisted small and medium-sized communities to obtain project funding. The following table presents a sample of our funding assistance from other agencies. From this experience, we are aware that many times, successfully obtaining financing is the key to completing vital projects.

For this reason, CS places a high priority on assisting our clients with construction of CDBG funded projects. Over the past 20 years, we have assisted communities in obtaining over \$33 million in federal and state loans and grants. We have also worked with numerous CDBG-funded projects, as well as FEMA disaster response funding.

As a funding and engineering consultant for numerous communities across the state, we have worked with communities of varying size, multiple funding programs, and projects small to large. We are uniquely qualified to provide these services.

Our 70 years of engineering experience in roadway and stormwater engineering will provide the depth of expertise required for successful project completion.

As shown in the chart below, CS has the experience to successfully deliver projects.

Municipality	Funding Amount	Funding Agency
Polk City	\$1.2 M	RUS Sewer
Auburndale	\$1.3 M	SWFWMD CFI
Auburndale	\$1.5 M	SWFWMD Reuse
Auburndale	\$2.6 M	SWFWMD Reuse
Avon Park	\$7.5 M	SRF WW
Bartow	\$33 M	SRF WW
Bartow	\$2.5 M	SRF WW
Frostproof	\$2.5 M	Legislative Grants
Frostproof	\$3.0 M	RUS Phase I WW
Frostproof	\$1.3 M	Public Bond
Frostproof	\$2.0 M	SWFWMD Grant Stormwater
Lake Wales	\$1.217 M	Rapid Infiltration Basins Phase I SWFWMD Reuse
Lake Wales	\$1.255 M	RIBs Phase II SRF and SWFWMD Grant
Mulberry	\$3.5 M	RUS W RUS WW
Wauchula	\$2.25 M	SWFWMD Reuse
Wauchula	\$2.26 M	RUS Grant
Wauchula	\$1.11 M	Public Bond
Zolfo Springs	\$2.25 M	RUS Grant

TAB 2

EXPERIENCE WITH CDBG FUNDED PROJECTS





EXPERIENCE WITH CDBG FUNDED PROJECTS

GRANT AND FUNDING ASSISTANCE

CS has extensive experience in the development, management, and construction of projects funded by outside sources, such as USDA Rural Development, Water Management Districts, FDOT, and Community

Development Block Grant (CDBG) Program. CS has completed over 70 government projects in the last 40 years. Listed below is just a sampling of the types of projects where CS has recently provided assistance.

PROJECT NAME	CLIENT NAME	FUNDING SOURCE	PROJECT YEAR
Water Facilities Plan	City of Wauchula	SRF	2019
English Oaks Force Main	City of Lakeland	SRF	2019
High School Water Plant Upgrades	City of Lake Wales	SRF	2019
Water System Improvements	Town of Lake Hamilton	RD	2018
Drainage Channel Improvements	City of Wauchula	SWFWMD/ CBIR-LP	2018
Sebring Parkway	Highlands County	FDOT	2017
County Road 665	Hardee County	FDOT	2017
Auburndale/FPU Reuse System	City of Auburndale	SWFWMD	2015
Orange Street Stormwater	City of Wauchula	FDOT	2015
PK Avenue Stormwater & Roadway	City of Auburndale	SWFWMD	2014
Water Main Replacement	Town of Lake Hamilton	CDBG	2014
Wastewater Facilities Plan	City of Fort Meade	SCWFGP	2013
Funding Assistance, Misc. Projects - Phase II and Phase III	City of Mulberry	CDBG	2013
Wastewater System Improvements	City of Bartow	SRF	2012
Well and Water Plant Improvements	City of Wauchula	SRF-ARRA	2011
Sewer Improvements	City of Williston	SRF	2010
WWTP Expansion	City of Frostproof	CBIR-LP	2010
Wetland Program Development	City of Winter Haven	EPA	2010
Wastewater System	City of Frostproof	CBIR-LP	2009
Sewer Infill	City of Lake Alfred	SRF-SCWFGP	2009
WWTP Headworks	City of Wauchula	CDBG	2009
Park Improvements	City of Bowling Green	CDBG	2009

RD – USDA Rural Development, SRF – State Revolving Fund, ARRA – American Recovery & Reinvestment Act, CIBR-LP – Community Budget Issue Request, SCWFGP – Small Communities Wastewater Facilities Grant Program

TAB 3

EXPERIENCE WITH MUNICIPAL ENGINEERING PROJECTS





EXPERIENCE WITH MUNICIPAL ENGINEERING PROJECTS

EXPERIENCE WITH PUBLIC SECTOR CLIENTS

Providing continuing services to a municipality requires a unique relationship, distinct from a single contract executed for a specific project. Meeting the City of Polk City’s ongoing needs requires a good working relationship with the client and an integrated project team. Our long-term relationships with clients demonstrates our success in providing municipal engineering services since 1956 – over 60 years. Some of our long term clients are listed below.

CONTINUING SERVICE CLIENTS

Auburndale	22 Projects	1983-present
Bartow	124 Projects	1991-present
Frostproof	58 Projects	1994-present
Lakeland	422 Projects	1985-present
Mulberry	136 Projects	1956-2009
Polk County	129 Projects	1985-present
Wauchula	66 Projects	1995-present
Winter Haven	108 Projects	1986-present

SIMILAR SERVICES PERFORMED

A list of typical stormwater and CEI projects CS has completed for small municipalities is located at the end of this section. A large percentage of the projects quantified above have been stormwater projects. We can address practically any issue that may arise for Polk City. The types of projects completed for these clients and others are very similar in type, size and scope to the type of work identified in the Request for Qualifications. CS has the necessary skills to perform all phases of a project, to complete an assignment, including:

- **Planning services**
- **Design services**
- **Permitting**
- **Construction Engineering**

We have the following capabilities and project experience that might be required for this project:

Public Works Engineering

- Civil site work
- Roadway/pavement design
- Storm sewer layout and design
- Stormwater management
- Parks and recreational facilities
- Streetscaping

Land Surveying

- Boundary and ALTA surveys
- Topographic and wetland surveys
- Environmentally sensitive site surveys
- Construction stakeout
- Easement preparation and acquisition assistance

Environmental Services

- Environmental permitting
- Wetlands delineation and monitoring
- Natural systems assessment

PROJECTS RELATED TO THE SERVICES REQUESTED IN THIS RFQ

Construction Engineering and Inspection

- Orange Street - Wauchula, FL
- Main Street - Wauchula, FL
- CR-665 - Hardee County, FL
- CR-763 - DeSoto County, FL

Storm Drainage Projects

- PK Avenue - Auburndale, FL
- Orange Street - Wauchula, FL
- Sebring Parkway - Highlands County, FL
- Main Street - Wauchula, FL



EXPERIENCE WITH MUNICIPAL ENGINEERING PROJECTS



PROFESSIONAL SERVICES

Planning, Survey, Design, and Permitting Services

PROJECT OWNER

City of Auburndale
Public Works Department
915 Charles Avenue
Auburndale, FL 33823

POINT OF CONTACT

John Dickson
Public Works Director
(863) 965-5511
JDickson@auburndalefl.com

PROJECT COST

Professional Services: \$270,900
(Estimated & Actual)

Estimated Construction: \$3.9M

Actual Construction: \$3.4M

START DATE

7/2014

COMPLETION DATE

Planning/Concept Design:
07/2014 (On Schedule)

Design/Permitting/Bid Completion:
10/2016 (On Schedule)

Construction Scheduled Completion
Date: 1/2018

Construction Actual Completion
Date: 7/2018

PROJECT SIZE

3,500 LF

FUNDING SOURCE

Southwest Florida Water
Management District

KEY STAFF

Jason Alligood, PE (Project Manager),
Ron Cauthan, PE, (Civil Engr.), Jim
Chastain, PE (Principal-in-Charge)

PK AVENUE STORMWATER & ROADWAY IMPROVEMENTS

Auburndale, FL

PROJECT DESCRIPTION

Chastain-Skillman (CS) provided watershed planning, conceptual design, feasibility analysis, and co-operative funding support to develop a concept improvement plan for 3,500 linear feet (LF) of PK Avenue.

As the gateway to downtown Auburndale, the City of Auburndale (City) wanted the improvements to not only resolve chronic roadway flooding and improve the quality of stormwater runoff for the highly urbanized 261-acre drainage basin, but also improve overall neighborhood aesthetics and provide a pedestrian trail for recreational benefits. The recommended concept included the re-development of PK Avenue, from four lanes to two lanes and proposed a series of low impact development techniques, including a system of bio-retention swales, on-street pervious parking with subsurface storage, and a one-acre retention pond. CS also helped the City obtain \$1.3M in co-operative funding from Southwest Florida Water Management District (SWFWMD).

Some unique, but relevant tasks CS provided as part of this project include:

- Land Acquisition support for a 1.2-acre parcel from CSX
- Coordination with SWFWMD for a cooperative funding (CFI) agreement
- Pedestrian facility and Lighting design
- Design of a 12" water force main
- Permitting support for milling and resurfacing within CSX rights of way
- Advanced H&H and pollutant load modeling to evaluate the existing and proposed systems. The model was developed using GIS/ICPR v4 and included NEXRAD radar rainfall data to simulate from 1991-2015.

This project won the 2019 Grand Award for Engineering Excellence in the Water and Stormwater category from the American Council of Engineering Consultants (ACEC-FL) and the 2019 Award of Merit from the American Society of Landscape Architects (ASLA-FL).





EXPERIENCE WITH MUNICIPAL ENGINEERING PROJECTS



PROFESSIONAL SERVICES

Preliminary Design and Engineering:
Flooding Investigation, H&H Modeling,
Flood Protection Level of Service
Analysis, Alternative Analysis,
Preliminary Design;
Final Design, Permitting &
Construction: Survey, Geotechnical
Investigation, Utility Locate/Design,
Stormwater & Roadway Engineering
Design, SWFWMD & FDOT Permitting,
Bidding, and Construction Phase
Services, FDOT Funded Project
Management

PROJECT OWNER

Hardee BOCC
205 Hanchey Road
Wauchula, FL 33873

POINT OF CONTACT

Willie Nabong, PE
Public Works Director
(863) 773-3272
willie.nabong@hardeecounty.net

PROJECT COST

Planning/Design/Bid: \$193,000
Construction: \$1,128,300

YEAR COMPLETED

Professional Services: 2/2015
Construction: 8/2015

PROJECT TEAM

Ron Cauthan, PE (Principal/Project
Manager)

ROLE

Prime

MAIN STREET ROADWAY & DRAINAGE IMPROVEMENTS

Wauchula, FL

PROJECT DESCRIPTION

Chastain-Skillman (CS) was retained by Hardee County to provide planning, engineering design, permitting, and construction engineering and inspection services for roadway and drainage improvements for 3,800 feet of Main Street in downtown Wauchula.

The project included milling and resurfacing of the existing roadway and construction of a new stormwater drainage system, sidewalks, and pedestrian crossings. The project was fully funded through the FDOT SCOP program. Permits were obtained from FDOT District and the SWFWMD.

The primary project goals were to upgrade the existing drainage system to eliminate the recurrent flooding of the roadway, stores and restaurants and replace the existing roadway asphalt. CS conducted a detailed flood study, including regional H&H modeling to evaluate existing condition flood protection level of service and develop three (3) improvement concepts. CS proceeded with design and permitting of the selected improvement concept which resolved flooding without purchasing land for an attenuation pond.

Project design was complicated by the fact that the project runs through historic Downtown Wauchula. Great care was used to identify existing infrastructure/ utilities and limit impacts to businesses located along the project corridor.

CS design process included preliminary design, 30%, 60%, 90% and 100% submittals for review and approval. After final plan review by the FDOT, an NTP was issued to proceed with construction. During project construction, CS provided Construction Engineering Inspection (CEI) services on a full time basis.





EXPERIENCE WITH MUNICIPAL ENGINEERING PROJECTS



PROFESSIONAL SERVICES

Survey, Drainage Design, H&H modeling, Storm System Evaluation, SWFWMD & FDOT permitting, FDOT Funding Application Support, CEI Services, FDOT Funded Project Management

PROJECT OWNER

City of Wauchula
126 South Seventh Avenue
Wauchula, FL 33873

POINT OF CONTACT

Olivia Minshew
Assistant City Manager
863-773-3535
ominshew@cityofwauchula.com

PROJECT COST

Professional Services: \$157,400
Construction: \$1.2 million

YEAR COMPLETED

Design: 3/2016
Construction: 2017

PROJECT SIZE

3,000 LF of Roadway; 103-acre Drainage Area

ROLE

Prime Civil Engineer

PROJECT TEAM

Ron Cauthan, PE (Project Manager);
Al Truman (CEI)

ORANGE STREET DRAINAGE IMPROVEMENTS

Wauchula, FL

PROJECT DESCRIPTION

Chastain-Skillman (CS) was retained by the City of Wauchula (City) to provide engineering design, permitting, and construction observation services for a retrofit drainage project involving 3,000 linear feet of Orange Street. Orange Street is an area of chronic flooding, and the elimination of the flooding was a priority for the City. CS helped the City obtain \$1.4 million in SCOP funding from the FDOT for the proposed improvements. The project extends from Florida Avenue at its western boundary to 4th Avenue at the eastern limit.

Urbanization within the 103-acre drainage basin increased stormwater runoff, overwhelming the current drainage system, causing flooding along Orange Street. The roadways and surrounding areas within the project limits were constructed prior to environmental resource permitting (ERP) requirements being enacted; therefore, no attenuation or water quality treatment of stormwater runoff is currently being provided within the project drainage area.

CS updated the SWFWMD's City of Wauchula Watershed Management Plan model with the Orange Street Improvement project. The H&H model was used to determine the capacity of the existing system. CS designed a storm sewer system and downstream attenuation pond which would eliminate the recurrent flooding in the roadway.

CS prepared construction plans which included the 30%, 60%, 90% and 100% submittals for review. FDOT and SWFWMD permits were obtained and bid document assistance was provided to the City of Wauchula in bidding the construction project.





EXPERIENCE WITH MUNICIPAL ENGINEERING PROJECTS

PROFESSIONAL SERVICES

Civil engineering including stormwater modeling and preparing permit applications

PROJECT OWNER

Highlands County BOCC
505 South Commerce Avenue
Sebring, Florida 33870

POINT OF CONTACT

Clinton Howerton, Jr., PE
County Engineer
863.402.6877
chowerton@hcbcc.org

PROJECT COST

Professional Services: \$375,000
Construction: \$8M

START DATE

Phase I: 6/2000
Phase III: 1/2017

COMPLETION DATE

November 2019

PROJECT SIZE

4.3 miles (Phase III)

FUNDING SOURCE

FDOT County Incentive Grant Program

KEY STAFF

Ron Cauthan, PE (Project Manager)

SEBRING PARKWAY

Sebring, FL

PROJECT DESCRIPTION

PHASE I - In the fall of 2001, Chastain-Skillman (CS) completed the design for the widening of approximately one mile of Fairmount Drive from a two-lane local road to a five-lane major collector road with sidewalks. This Project was completed by the end of 2002. The construction cost was \$500,000.

PHASE II - CS assisted the County with Phase II by designing the highway lighting and signalization for six intersections and prepared the design and permitting for six stormwater retention ponds along the two-mile route for Phase II of this project.

PHASE III - In January 2017, CS entered into a contract with the Highlands County Board of County Commissioners to modify the design of a 4.3-mile segment of the Sebring Parkway Phase III running between Sebring and Avon Park. This section of roadway had been designed and permitted by others, but the cost for construction was prohibitive, putting a FDOT CIGP Grant in jeopardy. Because of CS's innovative and special knowledge regarding stormwater permitting, the County contracted with CS to redesign the entire roadway and modify the existing Environmental Resource Permit, managing \$3.2M in funding from the FDOT. This Phase of the project cost approximately \$8M and began construction in March of 2018. In August of 2019, the connection on the north end from the Sebring Parkway to the Memorial Drive Roundabout was made. As shown in the photographs below, this roundabout is opened to the public. Construction of the Sebring Roundabout on the south end of the project was completed in November of 2019.





EXPERIENCE WITH MUNICIPAL ENGINEERING PROJECTS



PROFESSIONAL SERVICES

Design, Permitting, and Bid Phase Services

PROJECT OWNER

Hardee County Public Works
205 Hanchey Road
Wauchula, Florida 33873

POINT OF CONTACT

Willie Nabong, P.E.
Public Works Director
863-772-3272
willie.nabong@hardeecounty.net

PROJECT COST

Professional Services: \$614,000
Construction: \$8,000,000

YEAR COMPLETED

Professional Services - 2018
Construction - October 2019

PROJECT STATUS

Complete

SIZE OF PROJECT

14 miles

PROJECT TEAM

Ron Cauthan, PE (Project Manager),
Jason Alligood, PE

ROLE

Prime

COUNTY ROAD-665

Hardee County, FL

PROJECT DESCRIPTION

Chastain-Skillman (CS) entered into an agreement with the Hardee County on November 27, 2017 to provide survey services, underground utility location, geotechnical services, a preliminary engineering report, engineering design, and permitting services for design of CR-665.

This roadway project is approximately 14 miles in length. This project is being funded through the FDOT Small Counties Opportunity Program (SCOP) and the Small County Roadway Assistance Program (SCRAP). The design included milling and widening the roadway, resurfacing the roadway and improving/widening several box culvert structures in a safety upgrade.

The design was reviewed and permitted through the FDOT District One office and the Southwest Florida Water Management District (SWFWMD). The design process included 30%, 60%, 90% and 100% submittals for review and approval.



TAB 4

MANAGEMENT AND STAFFING





CONTINUITY OF FIRM AND STAFF

Chastain-Skillman (CS) is one of the most well established engineering firms in Polk County. Our primary client base has been in Central Florida beginning with the phosphate industry and eventually expanding to local governments and other commercial companies.

CS has assembled a team of seasoned engineering professionals to assist the City of Polk City with CDBG projects. Our staff is one of the most qualified in the area. The engineers on staff are not only licensed, but many also have advanced degrees in Engineering. As our client, you will have access to a professional staff with backgrounds in civil and environmental engineering, funding, surveying, and hydrogeology. We are one of the rare engineering firms in the state that can provide such a comprehensive knowledge base “in-house”. Each team member has performed on similar municipal public works, or stormwater projects and has the technical knowledge and experience to efficiently implement Polk City’s directives.

For this important contract, each of CS’s team of professionals has managed similar projects. The key members of the project team and their roles for this contract are as follows:

W. Ron Cauthan, PE - VP of Civil Engineering

Project Role: Project Manager

James R. Chastain, Jr., PhD, PE, MPH – Sr. Consultant

Project Role: QA/QC

CIVIL ENGINEERING

Jason A. Alligood, PE - Director of Civil Engineering

Project Role: Stormwater and Civil Design

C. Douglas Forni, PE - Senior Project Engineer

Project Role: Stormwater and Civil Design

Drew F. Morson, PE - Project Engineer

Project Role: Stormwater and Civil Design

CONSTRUCTION ENGINEERING & INSPECTION

Al A. Truman - Construction Engineering Inspector

Project Role: Construction Engineering Inspector

SURVEYING

Fred P. Ammerman, PSM - Director of Surveying

Project Role: Surveying

GEOTECHNICAL ENGINEERING

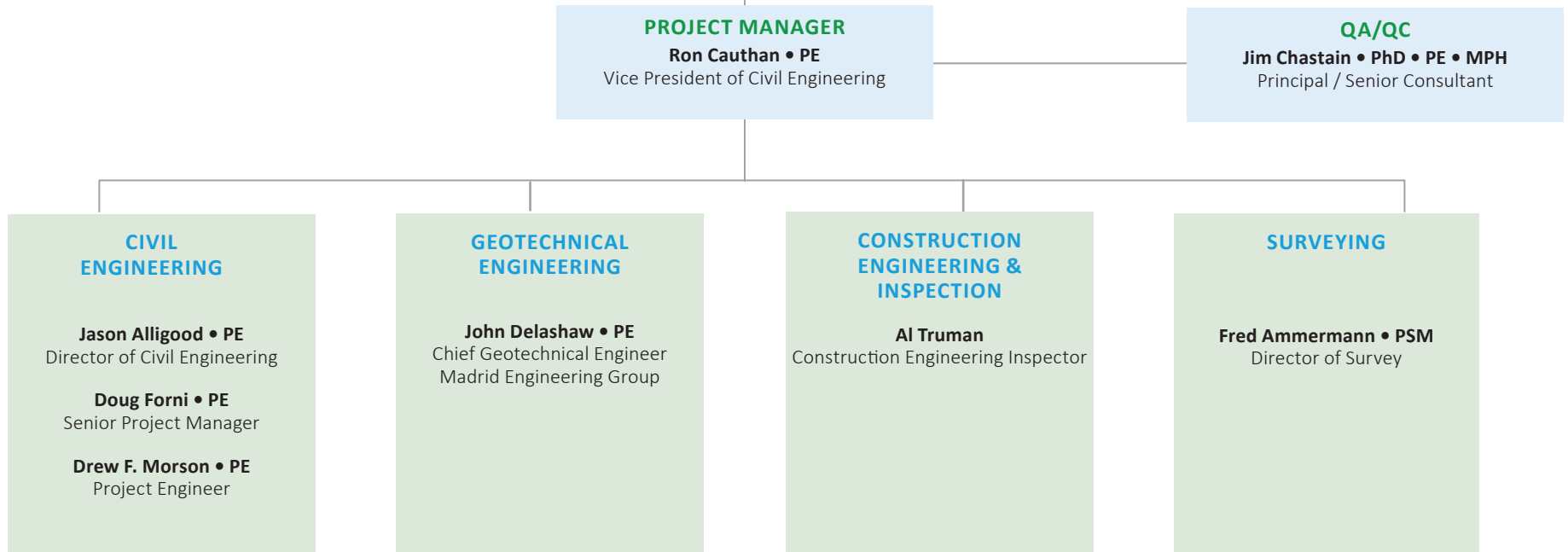
John E. Delashaw - Chief Geotechnical Engineer

Project Role: Geotechnical Engineering

Resumes of the key project team members can be found on the following pages.



MANAGEMENT AND STAFFING





W. Ronald Cauthan • PE • PROJECT MANAGER
Vice President of Civil Engineering

PROFESSIONAL EXPERIENCE

Served as Civil Project Manager and Lead Civil Engineer on a variety of roadway widening and highway construction projects in Central Florida. Clients have included both cities and counties. These projects have ranged from initial PD&E Studies evaluating roadway corridors to preparation of design and construction drawings. Each of these projects has presented unique permitting issues ranging from threatened and endangered species to noise studies. All of these projects have had drainage related issues of concern. Designed and permitted projects in the South, Southwest, St. Johns and North Florida Water Management Districts. Tasks have ranged from design of the stormwater conveyance systems to modeling of the stormwater management systems.

RELEVANT PROJECT EXPERIENCE

Highlands County BOCC - Sebring Parkway; Highlands County, FL

Project Manager/Engineer of Record - Performed civil engineering design and permitting services for three phases of this project. Phase I included the widening of approx. one mile of Fairmount Drive from a two lane local road to a five lane major collector road with sidewalks. Phase II included design of the highway lighting, signalization for six intersections, and six stormwater retention ponds along the two-mile route for this project. Phase III, included the design of a 4.3-mile segment of the Sebring Parkway Phase III running between Sebring and Avon Park, which included two roundabouts.

City of Wauchula - Orange Street Drainage Improvements; Wauchula, FL

Project Manager - Performed civil engineering design and permitting services for a retrofit drainage project involving 3,000 linear feet of Orange Street. Mr. Cauthan also helped the City obtain \$1.4M in Small County Outreach Program (SCOP) funding from the FDOT for the proposed improvements.

Hardee Co. BOCC - West Main Street in Wauchula, FL

Project Manager/Engineer of Record - Performed Civil Engineering Design Services for 3,000 feet of roadway, including hydraulic modeling to alleviate downtown flooding. This project includes design of a new storm sewer system along with milling and resurfacing the roadways. The project was funded through a 1.2 million FDOT SCRAP Grant.

Hardee County BOCC - County Road 665; Hardee County, FL

Project Manager - Provided site design, permitting, and bid phase services for the design of 14 miles of CR-665. The design included milling and widening the roadway, resurfacing the roadway and improving/widening several box culvert structures in a safety upgrade. Mr. Cauthan helped the County obtain funding for the project through the FDOT Small Counties Opportunity Program (SCOP) and the Small County Roadway Assistance Program (SCRAP).

TENURE

39 years with Chastain-Skillman
44 years in the Industry

EDUCATION

BS Engineering, The Citadel
FDOT Bridge Inspection Training
FDOT Advanced Maintenance of
Traffic Certification (MOT)

AREAS OF EXPERTISE

Roads & Highways
Municipal Engineering
Stormwater & Drainage Design
Linear Utilities | Water & Wastewater
Parks & Recreation Projects
Educational Facilities
Local, State & Federal Permitting
Project Management

CLIENTS HAVE INCLUDED

City of Avon Park
City of Bartow
City of Frostproof
City of Sebring
City of Wauchula
City of Winter Haven
Highlands Co. BOCC
Polk Co. BOCC
Hardee Co. BOCC
DeSoto Co. BOCC
FDEP, Parks & Recreation., Bureau of
Design & Construction
South Florida Community College
Habitat for Humanity
Highlands Ridge Associates, Inc.

ACTIVE REGISTRATIONS

Professional Engineer (Florida #27563,
North Carolina #13081, Georgia
#015837)



MANAGEMENT AND STAFFING

James R. Chastain, Jr. • PHD, PE, BCEE, MPH • QA/QC
Principal/Senior Consultant

PROFESSIONAL EXPERIENCE

Dr. Chastain has 46 years of professional experience in engineering and planning as a consultant to both government and private industry. His academic training in both environmental engineering and public health (environmental and occupational health) focused on the relationship between community infrastructure planning and environmental impacts. This in conjunction with his professional practice has resulted in his systems thinking approach to problem solving especially in the area of water resources planning. His areas of expertise include computer simulation modeling of hydraulic systems, feasibility analysis, and water infrastructure design and permitting. He has performed master water and wastewater studies including computer simulations for numerous cities and private utilities; provided engineering design for numerous pump station/force main projects for municipal and county clients; been associated with over 100 feasibility studies or facility plans including evaluation of alternative engineering designs, net present value/ROI or other economic considerations, institutional feasibility, funding alternatives, and public participation.

RELEVANT PROJECT EXPERIENCE

City of Auburndale - PK Avenue Master Plan; Auburndale, FL

Principal responsible for developing a stormwater master plan for the 260 acre, urbanized basin. The goal of the project was to provide an integrated LID solution to five objectives in one prototype project. The project addressed a historic flooding problem in the downtown area, reduced nutrient loading to Lake Lena by 60%, improved traffic flow through a 'road diet' and intersection redesign, construction of landscaped bio-swales for beautification, stormwater treatment and groundwater recharge, construction of a nature trail and development of a 1-acre stormwater detention pond. Due to the multi-objective nature of the design approximately 50% of the project cost was paid for through SWFWMD cooperative funding and Downtown Development assistance. The project was awarded the Florida ACEC 'Award of Excellence' for 2019.

Hardee County - West Main Street in Wauchula, FL

Principal responsible for civil engineering design services on 3,000 feet of roadway, including hydraulic modeling to alleviate downtown flooding. This project includes design of a new storm sewer system along with milling and resurfacing the roadways. The project was funded through a 1.2 million FDOT SCRAP Grant.

City of Winter Haven - Peace Creek Implementation Plan; Winter Haven, FL

Project Manager responsible for working with SWFWMD and City of Winter Haven to review existing hydrologic, environmental and groundwater studies, coordinate stakeholder meetings, and develop an implementation plan to provide hydrologic restoration of entire Peace Creek Watershed. The plan will outline projects and policies to successfully restore the watershed to more natural hydrologic conditions.

TENURE

46 years at Chastain-Skillman
46 years in the Industry

EDUCATION

PhD, University of South Florida
MPH, University of South Florida
ME, University of Florida
BSCE, University of Florida (Cum Laude)

AREAS OF EXPERTISE

H&H Modeling
Feasibility Analysis
Water Infrastructure Design & Permitting
Wastewater Engineering
Water Resources Engineering

CLIENTS HAVE INCLUDED

Polk County
Highlands County
Hardee County
Cities of Auburndale, Bartow, Lake Wales, Lakeland & Winter Haven

PROFESSIONAL ORGANIZATIONS

American Academy of Environmental Engineers (BCEE)
American Society of Civil Engineers
American Water Works Assoc.
Water Environments Federation
Florida Engineering Society
Florida Stormwater Association
National Society of Professional Engineers

OFFICE LOCATION

Lakeland Office

ACTIVE REGISTRATIONS

Professional Engineer (Florida #16277, Georgia # 12080)



Jason A. Alligood • PE
Director of Civil Engineering

PROFESSIONAL EXPERIENCE

Jason has over 17 years of multi-discipline engineering experience working for both Municipal and Private sector clients in the areas of Civil Engineering, Geotechnical Engineering, and Environmental Engineering. His project experience includes project management, design, permitting, and construction management for planned unit developments, commercial developments, water distribution and wastewater collection, industrial developments, roadway projects, parks, and landfills. Jason is experienced in grading, drainage and erosion control, pavement evaluation, storm water management, engineering estimates and quantity take-offs, submittal review, seasonal high water determinations, subsurface soil evaluations, subsidence investigations, and Phase I Environmental Assessments.

RELEVANT PROJECT EXPERIENCE

City of Auburndale - PK Avenue Stormwater Improvements; Auburndale, FL
Project Engineer/Engineer of Record responsible for roadway design of an urban roadway (PK Avenue) in Auburndale. The project extended along a portion of residential area that transitions to downtown Auburndale. The project consisted of rehabilitation of an existing four lane paved roadway, approximately 3,500 lineal feet, that had no drainage infrastructure causing chronic flooding and poor water quality runoff. The design included reducing the pavement width down to two lanes, with turn lanes, and implementation of bio-swales to reduce and improve the quality of runoff. The design also included permeable paver, on-street parking in the downtown area.

Austin Tindall Regional Park Expansion - Kissimmee, FL

Civil Project Engineer/Project Manager responsible for current management, design, and permitting of the existing Austin Tindall Regional Park expansion project. The project included the addition of two new multi-purpose ball fields used primarily for soccer and field hockey, increased grass parking, stormwater infrastructure and turn lane modifications to Boggy Creek Road. One of the ball fields includes stadium style bleacher seating and is primarily for larger championship events. The fields are dimensioned to FIFA standards, so the venue can potentially be used by semi-professional to professional events. Critical elements of the project include value-added master planning and design to improve off-site traffic impacts that occur during the tournaments as well as providing more pedestrian friendly logistics and overall park venue experience.

Hardee County BOCC - Parnell Road; Hardee County, FL

Geotechnical Project Manager/Engineer of Record responsible for performing the geotechnical engineering evaluation report for roadway improvements for approximately 4.8 miles along Parnell Road in Zolfo Springs. Completed 43 borings and performed pavement condition assessment to evaluate existing roadway conditions and provide recommendations for alternate solutions including mill and overlay, cold in-place recycling, and full depth reclamation. Critical elements included assessment of existing pavement structural number based on existing soil and pavement section conditions and field guidance of Maintenance of Traffic during geotechnical exploration activities.

TENURE

5 years with Chastain-Skillman
17 years in the Industry

EDUCATION

M.Eng., Environmental Engineering,
University of Florida
BSCE, Florida State University
FDOT Advanced Maintenance of
Traffic Certification (MOT)

AREAS OF EXPERTISE

Civil Engineering
Geotechnical Engineering
Geosynthetics
Collection/Distribution
Utility Design
Soil Surveys
Pavement Studies
Earthwork Quantities
ISDS Design
Mined Land
Land Use/Zoning

CLIENTS HAVE INCLUDED

Polk County Parks & Natural
Resources
City of Lakeland
Osceola County
Florida Polytechnic University
City of Auburndale
Major Supermarket Chain in Florida

PROFESSIONAL ORGANIZATIONS

American Society of Civil Engineers
Florida Engineering Society Ridge
Branch Past Treasurer
Colorado Professionals in On-Site
Wastewater

OFFICE LOCATION

Lakeland Office

ACTIVE REGISTRATIONS

Professional Engineer (Florida #71103;
Colorado #42630)



C. Douglas Forni • PE

Senior Project Manager

TENURE

>1 year with Chastain-Skillman
30 years in the Industry

EDUCATION

BSLA, West Virginia University
BSCE, West Virginia University

AREAS OF EXPERTISE

Civil Engineering
Landscape Architecture
Land Planning
Utility Design
Site Planning
Design Build Projects
Business Parks
Educational Facilities
Large Earthwork Projects
Roadway Design
Stormwater
Residential Subdivision Development
Commercial Facilities
Recreation Facilities

CLIENTS HAVE INCLUDED

United States Department of Justice
National Oceanic and Atmospheric Administration
West Virginia University
Shepherd College
City of Clarksburg
City of Beckley
City of Charleston
Various Public Utility Systems

OFFICE LOCATION

Lakeland Office

ACTIVE REGISTRATIONS

Professional Engineer (Florida #86696,
West Virginia #16133, Maryland
#32775, Pennsylvania #63091)
Registered Landscape Architecture
(West Virginia #250, Virginia #1862,
Maryland #3700, Kentucky #874)

PROFESSIONAL EXPERIENCE

Mr. Forni has 30 years of experience in multi-discipline engineering and landscape architecture in both the public and private sectors. His project experiences include securing funding, project management, design, permitting, specification writing and construction management for large federal projects, commercial developments, water and waste water distribution and collection systems, industrial developments, oil and gas industry, stormwater management, large grading projects, roadway design, erosion control, recreation facilities, drainage, construction management and environmental mitigation projects. Mr. Forni also has experience in residential and mixed-use developments.

RELEVANT PROJECT EXPERIENCE

Federal Bureau of Prisons (FBOP) - (Dept. of Justice) -3 Federal Correctional Facilities – Waymart, PA, Glenville, WV and Welch, WV

Civil Project Engineer/Manager responsible for the civil design and management for three (3) large design-build correctional facilities. The projects included the central correctional facility, along with their associated components (Low Security Camp, Warehousing, Central Plant, Firing Range, Garage, Security Facilities, Road and Parking components, recreation facilities, utilities, Stormwater, Erosion Control, Large Earthwork component, Soil Stabilization measures, permitting, working with the local utility companies to serve the complex and construction oversight. All 3 sites had significant challenges with environmental constraints and geotechnical issues. A critical component of the project consisted of working with the general contractor for value engineering because of the Design-Build aspect of the project and also meeting the requirements of the FBOP.

White Oaks Business Park – Bridgeport, WV

Civil Project Engineer responsible for the conceptual layout and design of a mixed-use business, commercial and residential park. Responsible for the master plan design, mass grading, roadway network, storm sewer collection system, stormwater, utilities, erosion and sediment control and development of individual parcels within the business park. The development began as a large undeveloped piece of property that required significant earthwork and all the infrastructure to be designed and extended to the site. Approximately 450 acres in size, the development was constructed in phases and consisted of a four-lane road with turning lanes, storm collection system, over two million cubic yards of earthwork with extensive cut and fill benches, challenging soil conditions (pyritic soils) and previous underground mine voids.

Bridge of Lions Entrance Park – St. Augustine, FL

Involved in a Landscape Architecture project in which the team created a park-like setting at the western end of the Bridge of Lions, by the Castillo de San Marcos. The objective was to make the approach to the bridge more attractive and also develop a park-like setting where people could sit and enjoy the area near the fort and the historic bridge. The project involved both landscaping and hardscape element, softening the area up and making it more attractive and usable for the general public.



Drew F. Morson • PE, CFM
Project Engineer

TENURE

3 years at Chastain-Skillman
6 years in the Industry

EDUCATION

BSCE, Virginia Tech
OSHA 10-Hr Training

AREAS OF EXPERTISE

Civil Engineering
Environmental Engineering
Hydraulics & Hydrologic Modeling
Stormwater Conveyance & Treatment
Earthwork Quantities
Utilities Design
Permitting

PAST CLIENTS

City of Winter Haven
City of Auburndale
City of Bartow
Drummond Company, Inc.
The Ruthvens, Inc.
Highlands County
NAVFAC
US Dept. of State
Architect of the Capitol
Various Federal Agencies

CERTIFICATIONS

Certified Floodplain Manager (CFM)

OFFICE LOCATION

Lakeland Office

ACTIVE REGISTRATIONS

Professional Engineer (Florida #85396)

PROFESSIONAL EXPERIENCE

Drew Morson has over 6 years of experience working for both Municipal and Private sector clients in the areas of Civil and Environmental Engineering. His project experience includes design and permitting for commercial developments, industrial developments, roadway projects, stormwater retention facilities, and recreational parks with his main area of expertise being stormwater management/permitting. He has also performed project management and preventative maintenance for reverse osmosis water purification systems projects and water sampling for wastewater discharge permits for federal government agencies.

PROJECT EXPERIENCE

Highlands County BOCC – Sebring Parkway Phase III; Highlands County, FL

Project Engineer responsible for hydraulic and hydrologic modeling for stormwater conveyance and treatment design and permitting services for the Phase II addition to the Sebring Parkway. The project consisted on design of a four lane highway with associated swale, ponds, and piping systems. The key factor for the project was the use of an existing abandoned railway Right-of-Way which had previously been permitted for a two lane highway to be reconfigured for a four lane highway within the same Right-of-Way.

City of Winter Haven - Stormwater Assessment and Improvement Project (SAIP); Winter Haven, FL

Project Engineer responsible for drainage area delineation, storm drain network adjustment, and stormwater model creation and refinement. The primary focus of the project was to identify problem areas and subsequently to propose conceptual improvement analysis. This was done by utilizing the surveyed storm drain network and land surface DEM to produce a stormwater model to determine inundated areas given various storm sizes.

Hardee County BOCC - George Marsh & Jack Jones Bridge Replacements; Hardee County, FL

Project Manager/Project Engineer responsible for preparing stormwater calculations and permitting support for Hardee County for replacement of bridge crossings. The main objective was to provide recommendations for the proposed bridge sections and calculations for the proposed design to be consistent with Water Management District Standards. Both projects involved creating regional contributing stormwater models from available regional/county/state information and comparing various proposed bridge sections.

Ferrera Tooling – Lakeland Linder International Airport Office/Warehouse; Lakeland, FL

Project Engineer responsible for site grading and drafting. The project consists of a 17,800 square foot building and associated parking and utilities layouts.



Albert A. Truman

Construction Project Representative

SUMMARY

Mr. Truman is an experienced Senior Inspector who has a through working knowledge and practical understanding of the inspections required for a successful project. Having worked as a QC Manager, Project Administrator, and Senior Inspector, Mr. Truman brings a unique perspective along with knowledge and experience, not only from Florida, but also from various locations throughout the United States. He has the ability to expedite many conflicts and bring about quick resolution of issues by effectively communicating with the various parties. Mr. Truman is experienced in mentoring and teaching, and is able to help Engineering Technicians, Inspectors, Material Testers, Foremen and Superintendents resolve issues at the lowest possible level and keep the project moving forward, while producing the quality expected from all parties involved.

QUALIFICATIONS

- 40 years heavy civil infrastructure construction experience
- 12 years FDOT CEI experience
- City, County and FDOT Project Administrator Experience
- Experienced Quality Control, Quality Assurance, Sr. CEI Inspection
- Experienced in Construction Materials Testing and reporting
- Excellent communication and interpersonal skills
- Experienced in Microsoft Word, Excel, FDOT Site Manager, LIMS, CPPR
- Mindful of benchmarking and the importance of meeting project goals
- Excellent mentor and trainer of staff
- Experienced in crisis communications
- Experienced in records and documents management
- Experienced as field office and field laboratory manager

EXPERIENCE

Mr. Truman has performed utility and construction inspections for both municipal and private clients. He has reviewed proposed project drawings and provided field inspections for utility installations, national pollutant discharge elimination system (NPDES), and maintenance of traffic (MOT) inspections. He acted as the Project Representative for the construction of treatment facilities, reclaimed water infrastructure, linear utilities, and street reconstruction projects. He has provided the inspection of various subdivisions, i.e. lift stations, water, gravity sewer, storm and street construction. He has also performed constructability review of design plans and has been responsible for preparing construction reports, compliance with construction plans and specification, and review pay requests. He has provided project management for municipalities and private corporations and acted as the project manager overseeing projects, job site deliveries and material quality control in shipping and receiving. He has also provided the calculation of materials for customers and application control.

TENURE

5 years at Chastain-Skillman
40 years in the Industry

EDUCATION

High School

ACTIVE REGISTRATIONS

TIN No. T655021543100
CTQP Asphalt Paving Level I & II
CTQP Earthwork Level I & II
CTQP Final Estimate I
CTQP Drilled Shaft Inspector
CTQP Concrete Technician Level
CTQP QC Manager
FDEP Qualified Stormwater Management Inspector
Troxler – Nuclear Density Gauge Operation
Site Manager / LIMS / CITRIX / CPPR / Infonet
Advanced MOT
ACI Level I
FDOT Critical Structures Construction Issues



Fred P. Ammermann • PSM

Director of Survey

PROFESSIONAL EXPERIENCE

Fred Ammermann serves as the Director of Survey at Chastain-Skillman and has 43 years of experience in the surveying industry. His areas of expertise include:

Real Property Transactions - Provides ALTA|ACSM, boundary surveys, easement descriptions, and other survey related services that support real property transactions. Experienced in title matters effecting closings. Works closely with attorneys and title agents to clarify or resolve survey related exceptions.

Design Basis Surveys - Provides topographic, right-of-way, and aerial control surveys in support of design surveys. This includes corridors for roadway design and large or small site development sites.

Construction Surveys - Provides construction stake out and progress surveys for land development and roadway construction projects. He also provides “as-built” record surveys of finished construction for land development, utility, and roadway projects.

Mr. Ammerman has worked for a diverse group of clients over the course of his career including Development Companies, General Contractors, Construction & Title Companies, and Real Estate Firms. He also has extensive experience on large construction sites and roadway corridors.

RELEVANT PROJECT EXPERIENCE

Atkins North America, Inc. - Lakeland Linder International Airport (LAL) - Lakeland, Florida

Provided topographic Survey for Runway 9-27 Rehab Design.

Role: Subcontractor; Survey Cost: \$24,500

Amherst Consulting Company, LLC - Lakeland Linder International Airport (LAL) - Lakeland, Florida

Provided as-built survey for the Amazon Apron

Role: Subcontractor; Survey Cost: \$3,000

Amherst Consulting Company, LLC - Vero Beach Regional Airport - Vero Beach, Florida

Provided topographic survey for the reconstruction of Center Apron

Role: Subcontractor; Survey Cost: \$4,500

TENURE

>1 year with Chastain-Skillman
43 years in the Industry

EDUCATION

AA, Polk State College

AREAS OF EXPERTISE

Boundary Surveys
Topographic Surveys
Mortgage Surveys
G.P.S. configurations and uses
Construction layout

CLIENTS HAVE INCLUDED

Development companies
General Contractors
Construction companies
Construction and Title Companies
Real Estate Firms

OFFICE LOCATION

Lakeland Office

ACTIVE REGISTRATIONS

Professional Surveyor and Mapper
(Florida LS4220)



JOHN E. DELASHAW, P.E., CHIEF GEOTECHNICAL ENGINEER

EDUCATION AND RESEARCH

Bachelor of Science in Civil Engineering
San Diego State University (1989)

PROFESSIONAL REGISTRATION

Registered Professional Engineer:
Florida License No. 48154
Mississippi License No. 21324

PROFESSIONAL SOCIETIES

American Society of Civil Engineers
Association of State Dam Safety Officials
Chi Epsilon (National Engineering Honor Society)

CONTINUING EDUCATION

OSHA 40-Hour Health and Safety
Deep Foundation Seminar – (1993)
Florida Dam Safety Annual Conference
1997 through 2004, 2009 (technical
presenter 1999 & 2003)
Seepage and Piping Analysis for Dams,
FDEP Dam Safety Technical Workshop –
Tampa, August 2001 (technical
presenter)
ASDSO National Dam Safety Conferences
(Las Vegas, NV – '98, Tampa, FL – '02,
Hollywood, FL – '09)
Deep Foundation Institute – Seminar
Drilled Shafts (2005)
ADSC Drilled Shaft Short Course – (2005)
National Dam Safety Program -
Emergency Action Planning for Dam
Safety (2006)
GMEC - Geotechnical and Materials
Engineers Conference ('98, '01, '04, '07,
'10, '14, '16)
Numerous annual FDOT Geotechnical
Research in Progress (GRIP) Meetings
Sinkholes and the Engineering and
Environmental Impacts of Karst, 11th
Multidisciplinary Conference, 2008

PROFESSIONAL PROFILE

Mr. Delashaw currently serves as the Chief Geotechnical Engineer for Madrid Engineering Group and is the project principal and/or technical lead for most geotechnical projects performed by MEG. His primary experience includes project management and technical direction of geotechnical engineering projects, geotechnical field investigations, and analyses for numerous public and private sector clients. He is responsible for staffing and resource management and reviewing engineering evaluations for geotechnical investigations in addition to numerous subsidence investigations. He often provides expert witness testimony on forensic projects and is in responsible charge of numerous soil stabilization projects. Much of his over 27 years of geotechnical engineering experience has been gained from working on projects in the areas of: dam design and evaluation; shallow and deep foundation systems; earthworks and site development; soil improvement techniques; sinkhole investigation, evaluation and stabilization; roadway soil surveys; pavement design; and various pipeline projects, including the use of trenchless construction technologies. Other project experience includes management of Quality Assurance/Quality Control activities, resolution of construction issues associated with geotechnical-related challenges, civil and stormwater design, and surface water hydrology. Predominant project experience includes projects throughout the state of Florida but he has worked on projects in Guam, Puerto Rico, Hawaii, California, and Mississippi.

PROJECT EXPERIENCE

Geotechnical investigations, foundation analysis and design recommendations, pavement design, seepage and slope stability analyses for dam design, soil improvement recommendations, etc. for public and private sector clients. Geotechnical Engineer of Record for hundreds of subsidence investigations and stabilization projects performed primarily for the insurance industry. Expert witness testimony.

REPRESENTATIVE PROJECTS

- Hines Energy Complex, Polk County, FL (>\$1.5M)
- Grandview Parkway, Polk County, FL (\$88K)
- Cypress Youth Sports Complex, Polk County, FL (\$80K)
- Numerous Soil Surveys, multiple Counties, FL (approx \$8K each)
- SR 83 Choctawhatchee Bay Bridge, Walton County, FL (\$1.0 M)
- Herbert Hoover Dike, Okeechobee, FL (>\$100K)
- 10-MG Water Storage Tank, Manatee County, FL (\$40K)
- PRMRR – FDEP Consultant, Manatee County, FL (\$20K)

TAB 5

APPROACH TO TASK





APPROACH TO TASK

The key to successful project completion lies in understanding the client's objectives and constraints. As a Polk County based firm, Chastain-Skillman (CS) understands the environment, culture, and needs of the City of Polk City (City). We have also worked with several other Polk County communities in the past on similar grant funded roadway projects and have the experience to meet the objectives of the City.

APPROACH

Each project and associated site has unique characteristics and constraints; however, there is a general process applicable to all projects as it pertains to achieving technically and economically effective solutions within stated budget and schedule guidelines. The general approach involves seven key steps performed in sequence, as follows:

- Clear definition of objectives and constraints
- Data collection to characterize current status
- Conceptual design with comparative evaluation of alternatives
- Detailed design/construction document preparation with 30%, 60%, 90% review submittals
- Permitting
- Bidding Assistance
- Construction Services

Depending on the size and complexity of a project, each of the general steps identified above will vary in level of detail and effort. It is of special importance to identify which elements of the work have the greatest impact for a given site.

PROJECT MANAGEMENT

Understand the Project. It is important to have a clear understanding of the project. This means understanding the intent both at the "forest and tree level". By assigning the right people to the job, questions can be clarified and suggestions offered to flesh out not only the scope, but also the definition of what a successful project will look like. Our intent

is to work alongside City staff to get the maximum value for each task. This would include careful consideration of permitting, information gathering (survey, R/W acquisition, geotechnical, and environmental issues). "Understanding the project" always consists of a site inspection and reconnaissance visit to get a sense of the physical context. Depending on the project, conceptual design alternatives may be warranted to clarify options and issues.

Employ the right processes. Project management is best performed within a defined process. Typically, this involves a routine communications process on project imperatives, schedule tracking, budget monitoring/invoicing, and client reporting. CS schedules weekly status review meetings with the technical staff and management. Progress is tracked, upcoming milestones defined, and deviations/issues identified. Weekly work schedules are projected and management aligns staffing with project needs. Additional staff is assigned if warranted. Budgets are likewise monitored by senior management on a weekly basis with more complete analysis developed monthly. Any project manager has instant access to project/individual performance through our financial/project management system. Weekly data is summarized on a monthly basis, which further checks schedule progress relative to costs incurred. Clients are updated at the interval agreed to in the Project Definition section, unless a project variance occurs which will trigger additional client notification and status reporting. All projects have a QA/QC review. Most production work has reviews at initiation, 30%, 60%, 90% and submittal reviews. These reviews are performed by professionals outside of the daily production.

Execute. One can have excellent processes, but if execution discipline is not followed, the project can suffer. For this reason, Jim Chastain, as QA/QC, oversees the individual Task/Project Manager performance. A primary focus of execution is keeping the assigned client staff up to date on the project status and issues. It is necessary and important that the client's project manager have clear status information communicated frequently to the management chain at the City, so they have a comfort level with project progress. Generally, this involves monthly progress meetings, but CS frequently has weekly meetings during critical periods of a project or on high profile projects. By keeping the appropriate staff involved during the design, the chance of surprises or miscommunication is dramatically reduced.



APPROACH TO TASK

Project Closeout/Follow-up. The last phase of the project is to finalize the project and document the record conditions. From a financial, warranty, and historical record perspective, this phase is an important, but often neglected element. This is also beneficial to measure the project execution relative to the criteria set out in the project definition stages. It also is an opportunity to reaffirm project assumptions and identify learning opportunities or operations aspects that will maximize the operation. It is not unusual for a project to be transferred from a capital projects group to an operational group. This step can make all the difference in the world to the operations staff, who many times are not involved in the actual project development.

BUDGET AND SCHEDULE MANAGEMENT

CS's approach to controlling budget and schedule begins with a detailed breakdown of project tasks into well-defined, manageable subtasks. A Project Execution Plan is developed which controls the project from beginning to end. The Execution Plan details the scope, communication protocols, division of labor, deliverables, and project controls. Each project subtask is scheduled and appropriate staff and subconsultants are allocated to achieve the budget and schedule.

Both an internal and external kickoff meeting is held to reinforce scope, budget and schedule. Project budget and progress is reviewed internally with the project team on a weekly basis and adjustments are made as needed to ensure compliance.

CS knows that many times meeting a schedule is of critical importance. Our team brings experience gained through emergency requests from clients, management of grant and agency funded projects, and some high-profile projects to ensure we can not only meet a standard project schedule, but also can provide fast-tracked project schedules. To meet these demands, the following are some of the tools we use to provide on-time project delivery:

- **Develop a Schedule.** The CS Project Manager will develop a complete, detailed schedule prior to project kickoff that accurately reflects needs and deadlines.

- **Establish Milestones.** The CS Project Manager will prepare interim milestones to complete subsequent phases of the project.
- **Monitor Frequently.** Internal weekly project meetings will be held to monitor the status of the project.
- **Conduct EVA.** The CS Project Manager will conduct an Earned Value Analysis (EVA) at least monthly and more frequently for complex projects.

A staff accountant is assigned to each project to assist the project manager with budget control. CS utilizes PlanTrax® for EVA management. This powerful tool is an industry standard method for measuring the amount of work performed on a project beyond a basic review of cost and schedule. Rather, it measures actual progress achieved and forecast a project's total cost and date of completion.

To assist with resource allocation, CS uses PlanTrax® to track resource utilization and backlog which allows the project manager to track individual projects, but also allows CS to roll up all projects into a single file. This enables us to track backlog and needed manpower into the future.

COMMUNICATIONS

Good communication is key to the success of any project. To support this concept, we propose to provide the City with a monthly progress report that concisely addresses five topics: (1) accomplishments during this reporting period; (2) activities planned for the next reporting period; (3) schedule status; (4) budget status; and (5) issues that require input from the City or others to facilitate continued progress.

As part of our management system, we employ seven key techniques:

- **Establishing a Realistic Schedule.** While the goal is to complete the project in a timely manner, schedules must be realistic.
- **Establishing Interim Milestones.** CS establishes interim milestones for each task to be used as checkpoints to verify that technical progress and spending are in-line with expectations and to allow early detection of variances.



APPROACH TO TASK

- **Regular and Frequent Communication.** CS promotes an environment characterized by proactive communication. This assists with early detection and effective resolution of potential issues.
- **Skill Matching.** The CS Project Manager will match skill levels and billing rates of assigned personnel to technical requirements and budgets, enabling progress consistent with expectations.
- **Obtaining a Commitment on Every Assignment.** The CS Project Manager will obtain a specific commitment to meeting the technical, schedule, and budget parameters from each assigned employee or subconsultant.
- **Prompt and Appropriate Corrective Action.** If a potential project variance is detected, we will implement prompt corrective action to minimize the likelihood for a delay and reduce potential impacts.
- **Follow-up to Corrective Action.** Regular and periodic follow-up is used to monitor the results of corrective actions, confirm they are effective, and allow for further timely adjustments, if needed.

QUALITY ASSURANCE AND QUALITY CONTROL

CS is committed to technical excellence in our work. Quality Assurance & Quality Control (QA/QC) is a critical element of CS's Quality Program. CS's quality control process seeks to assure that the client's needs and expectations are understood, communicated to the project staff and then effectively reflected in our project execution.

At the inception of a project, a Quality Assurance Checklist is prepared which provides the project manager a road map to all quality control tools required for the project. This is essentially a "checklist" that must be signed off on by reviewers to ensure all appropriate quality control measures were completed. These tools include calculation logs for in-house and third-party spreadsheets and software as well as QC checklists to be completed prior to submittal of each deliverable. Quality control is performed on all external deliverables. All design plans are reviewed by a senior engineer not involved

in the project at typically the 30%, 60%, 90%, and 100% levels of completion. Whether reports or drawing and specifications, the reviews provide the City assurance that it is getting a quality work product.

Further, CS has Construction Engineering and Inspection (CEI) staff review the plans for field relevance. CS's CEI staff is well versed in construction methods and by virtue of their daily interaction with contractors and construction methods, can provide practical, cost-saving recommendations for consideration by the design engineers. This in-house value engineering is a key factor in developing cost-effective and constructible designs.

CS CAPABILITIES:

- Local, loyal support team based from our Lakeland corporate office.
- Experts in securing grant and funding opportunities.
- Completed hundreds of roadway projects in Central Florida
- Incorporation of transportation and stormwater designs that enhance local aquifer levels and supports sustainable growth.
- Designs that are permissible and work in unison with regulatory agencies requirements and qualify for funding.

UNDERSTANDING POLK CITY'S NEEDS

We understand the challenges the City faces, as many of our clients are small to medium municipalities and counties in Polk County and Central Florida that are similar to the City. We have recently provided services to local County and municipal clients including Polk, DeSoto, Hardee and Highlands counties as well as the Cities of Auburndale, Bartow, Davenport, Dundee, Frostproof, Lake Hamilton, Lakeland, Wauchula, and Winter Haven. CS understands that acquiring funding for small municipalities is essential for project success. CS has extensive experience in the development, management, and construction of projects funded by outside sources, such as USDA Rural Development, FDEP State Revolving Fund, Water Management Districts, FDOT, Legislative Appropriations, and Community Development Block Grant (CDBG) Program.

TAB 6

CLIENT REFERENCES





CLIENT REFERENCES

CITY OF AUBURNDALE

Providing Services for Over 40 Years

Mr. John Dickson

Public Works Director

Post Office Box 186

Auburndale, Florida 33880

[863] 965-5511

jdickson@auburndalefl.com

PROJECTS

PK Avenue in Auburndale - Provided watershed planning, conceptual design, feasibility analysis, and co-operative funding support to develop a concept improvement plan for 3,500 LF of PK Avenue.

HARDEE COUNTY BOARD OF COUNTY COMMISSIONERS

Providing Services for Over 11 Years

Mr. Ken Wheeler, PE,

County Engineer

205 Hanchey Road

Wauchula, Florida 33873

[863] 773-3272

ken.wheeler@hardeecounty.net

PROJECTS

Wauchula Main Street - Provided planning, engineering design, permitting, and construction engineering and inspection services for roadway and drainage improvements for 3,800 feet of Main Street in downtown Wauchula.

CR-665 in Hardee County - DOT SCOP and SCRAP Funds for 14 miles - widening, milling and resurfacing

TOWN OF DUNDEE

Providing Services for Over 11 Years

Clifton Bernard

Public Services Director

P.O. Box 1000

Dundee, FL 33838

[863] 438-8330

cbernard@townofdundee.com

PROJECTS

Utility Relocation Plans for DOT SR 542 Project

CITY OF WAUCHULA

Providing Services for Over 24 Years

Olivia Minshe

Assistant City Manager

126 South Seventh Avenue

Wauchula, Florida 33873

[863] 773-3535

ominshe@cityofwauchula.com

PROJECTS

Wauchula Orange Street - Provided engineering design, permitting, and construction observation services for a retrofit drainage project involving 3,000 linear feet of Orange Street.

HIGHLANDS COUNTY BOCC

Providing Services for Over 32 Years

Mr. Clinton "Gator" Howerton, Jr., PE

County Engineer

505 South Commerce Avenue

Sebring, Florida 33870

[863] 402-6877

chowerton@hcbcc.org

PROJECTS

Sebring Parkway Phase III - 4.3 miles - including the roundabout at the 90-degree curve being funded by the City of Sebring

DESOTO COUNTY BOCC

Mike Giardullo, P.E.

DeSoto County Engineer

201 East Oak Street, Suite 203

Arcadia, Florida 33873

863-993-4816

m.giardullo@desotobocc.com

PROJECTS

CR 763: DOT SCOP and SCRAP Funds for 10 miles widening, milling and resurfacing



CLIENT REFERENCES

TOWN OF LAKE HAMILTON

Doug Leonard

Town Planner

P.O. Box 126

Lake Hamilton, FL 33851

863-439-1910

planner@townoflakehamilton.com

PROJECTS

Lake Hamilton Water System Improvements -
22,500 linear feet

CITY OF LAKELAND

Providing Services for Over 47 Years

Robert Kniss, PE

Project Manager

501 East Lemon Street – A32

Lakeland, Florida 33801

[863] 834-8316

tom.mattiacci@lakelandgov.net

PROJECTS

English Oaks Force Main in Lakeland - 2,800 feet of
16-inch force main, 2,900 feet of 20-inch force main
and 21,800 feet of 30-inch force main

CITY OF BARTOW

Providing Services for Over 32 Years

Mr. George Long

City Manager

450 North Wilson Avenue

Bartow, Florida 33831

[863] 534-0100

glong.cm@cityofbartow.net

PROJECTS

Maple Avenue Culvert Replacement - Provided
survey, design, permitting, and construction
observation services for the complete removal of
the existing steel plate arch culvert and replacement
with a 19'- 5" x 6'- 11" aluminum box culvert.

NUCOR STEEL

Corey Allain

Division Controller

22 Nucor Drive

Frostproof, FL 33843

[863] 546-5800

corey.allain@nucor.com

PROJECTS

Lemon Ave. & Sun Pure Road - On-site roads construction
and reconstruction of Lemon Ave. and Signalization and
reconstruction of Sun Pure Road

CITY OF WINTER HAVEN

Providing Services for Over 35 Years

Andy Palmer, CPRE

Recreation Superintendent

451 Third Street NW

Winter Haven, FL 33881

(863) 229-6341

apalmer@mywinterhaven.com

PROJECTS

Martin Luther King Blvd. - 1-mile Full Depth Reclamation,
milling and resurfacing

Lake Howard Trail - Provided survey services, engineer-
ing, permitting, and construction observation services on
approximately 7,000 feet of trail that is a continuation of
the existing Lake Howard Trail project on the easterly side
of Lake Howard.

TAB 7

ABILITY TO BECOME QUICKLY FAMILIAR WITH LOCAL CONDITIONS





ABILITY TO BECOME QUICKLY FAMILIAR WITH LOCAL CONDITIONS

KNOWLEDGE OF CONDITIONS WITHIN IMMEDIATE VICINITY OF POLK CITY

CS has been in business in Polk County for 70 years serving local municipalities and counties. During that time, CS has performed professional engineering services on numerous projects for the City of Polk City. Some of these projects include:

- Continuing Master Services Agreement
- Water System Purchase Assistance
- Water Systems Evaluation
- Wastewater Systems Design

Headquartered in Lakeland, CS has performed thousands of projects in the Central Florida, giving us a comprehensive knowledge of the area, that few other firms can replicate. Our long-standing history as a community partner makes us confident in our understanding of the conditions in and around Polk City.

FIRM LOCATION

Chastain-Skillman is a third-generation, locally-owned company that has been headquartered in Lakeland since our inception in 1950. We are proud to have played a significant role in the development of Polk County over the past 70 years, partnering on projects with both municipalities and private businesses. As both working partners and residents, Chastain-Skillman's staff is committed to the development of

Polk county and the protection of its natural resources.

AS BOTH WORKING PARTNERS AND RESIDENTS, CHASTAIN-SKILLMAN'S STAFF IS COMMITTED TO THE DEVELOPMENT OF POLK COUNTY AND THE PROTECTION OF ITS NATURAL RESOURCES.

Our Lakeland headquarters is only 15 miles from the Polk City Government Center. Our close proximity provides numerous logistical benefits for Polk City; facilitating

rapid and convenient face-to-face meetings, enhancing communication and project timeliness.

EXPERIENCE IN POLK COUNTY

Our team has completed numerous roadway and stormwater projects the communities surrounding Polk City. Many of these projects involved detailed interaction with Polk County staff, the FDEP, and SWFWMD. Some recent projects within Polk County include:

- PK Avenue in Auburndale
- Lake Howard Trail in Winter Haven
- Harden Blvd. and Pipkin Road Intersection in Lakeland
- Crystal Lake Drive in Lakeland
- Maple Avenue in Bartow

INTERACTION WITH REGULATORY STAFF

Due to our significant amount of work in the area, CS team has extensive experience with the regulations, staff and issues applicable to Polk County. As evidenced by the specific project descriptions in this and other sections of the RFQ, the CS team has abundant experience at local, district and state level permitting. This includes thousands of water and wastewater permits with the PCHD, FDEP, and the applicable water management districts (SWFWMD, SFWMD or SJRWMD).

CS also has detailed knowledge of the County's Land Development Code and permitting process, having performed nearly every type of review for both public and private clients. Indeed, CS participated in the creation of the Land Development Code as well as the update to the Polk County Utilities Code. CS has an excellent relationship with staff, and over the last 10 years has never had a County permit application denied.

SUMMARY

In summary, the CS team has worked successfully with the City of Polk City in the past. Our knowledge of the needs and expectations of Polk City allows our team to efficiently provide solutions and responses to all concerned. Our experience will provide significant benefit to the City of Polk City in completing this project.

TAB 8

FORMS



**SWORN STATEMENT UNDER SECTION 287.133 (3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted for Chastain-Skillman, Inc.
2. This sworn statement is submitted by James R. Chastain, III
Whose business address is: 205 E. Orange Street, Suite #110, Lakeland, FL 33801
and (if applicable) its Federal Employer Identification Number (FEIN) is 59-0619876.
(If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)
3. My name is James R. Chastain, III and my relationship to the entity named above is President
4. I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that “convicted” or “conviction” as defined in Section 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record, relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Section 287.133(1) (a), Florida Statutes, means: (1) A predecessor or successor of a person convicted of a public entity crime; or (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a “person” as defined in Section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the

provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, that statement which I have marked below is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]

X Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has been charged with and convicted of public entity crime subsequent to July 1, 1989.

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the Final Order.]

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the Final Order.]

_____ The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

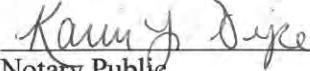
Date: 1/28/2020

Signature: 

STATE OF: Florida

COUNTY OF: Polk

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me, affixed his/her signature in the space provided above on this 28th day of January, in the year 2020.

My commission expires: 9/19/2023 
Notary Public

Karin Y. Sipe
Print, Type, or Stamp of Notary Public



Personally known to me, or Produced Identification:

Type of ID

State of Florida

Minority Business Certification

Madrid Engineering Group Inc

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

09/20/2019 to 09/20/2021



Jonathan R. Satter, Secretary
Florida Department of Management Services



Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399
850-487-0915
www.dms.myflorida.com/osd



MITTAUER
& ASSOCIATES, INC.
CONSULTING ENGINEERS &
PROJECT FUNDING SPECIALISTS

580-1 WELLS ROAD
ORANGE PARK, FL 32073
PHONE: (904) 278-0030
FAX: (904) 278-0840
WWW.MITTAUER.COM

January 31, 2020

City of Polk City, Florida
Attn: Patricia Jackson, City Manager
123 Broadway Boulevard SE
Polk City, FL 33868

RE: Response to Request for Proposals
CDBG Engineering Services
FFY 2019 Neighborhood Revitalization Category
City of Polk City, Florida

Dear Ms. Jackson and Members of the Selection Committee:

MITTAUER & ASSOCIATES, INC. is pleased to submit the following qualifications to provide Engineering Services for the City of Polk City ("City"), as described in the City's recent Request for Qualifications. We are very familiar with the City of Polk City and the upcoming CDBG project which involves roadway improvements, stormwater facility improvements including, but not limited to, curb and gutter or other conveyance and storage systems. We also understand that other grant or loan funded projects may be included in the engineering services on an ongoing and as needed basis.

MITTAUER & ASSOCIATES, INC. is a consulting engineering firm that has been in business for over 30 years and specializes in water and wastewater treatment facilities, stormwater/drainage design, water and sewer linework, utility replacements, streetscape projects, sidewalks, roadway projects, community centers, maintenance buildings, economic development and recreational projects (including boat ramps, docks, parks, pavilions, restrooms, play equipment and athletic fields). The majority of the projects have been funded with grant monies from state and federal agencies. The firm is also pre-qualified to perform FDOT projects.

We are experienced with numerous programs that provide grants, low-interest loans, and financial assistance to counties, municipalities, and utilities such as:

- Department of Economic Opportunity, Community Development Block Grant, Florida Small Cities and Entitlement Programs (CDBG);
- Florida Department of Environmental Protection, State Revolving Fund (FDEP SRF);
- FDEP Florida Recreation Development Assistance Program (FRDAP);
- USDA Rural Development (RD);
- Southwest Florida Water Management District (SWFWMD);
- South Florida Water Management District (SFWMD);
- Florida Department of Transportation, Small County Outreach Program (FDOT SCOP); and
- Legislative Appropriations, among others.

A significant portion of our prior project experience is with grant-funded projects which were funded through programs such as those listed above. Many of the grant and low-interest loan programs are highly specialized and require skill in not only engineering and permitting, but familiarity with the rules and regulations specific

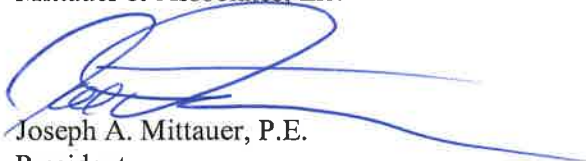
to the grant program. **We have experience handling one hundred and thirty (130) CDBG projects, twenty-five (25) DEP-funded projects, thirty-three (33) USDA-RD projects, and numerous projects in other grant programs.** We are proud to state that **MITTAUER & ASSOCIATES, INC.** has more grant project experience than any other engineering firm in the State of Florida.

The professional team at **MITTAUER & ASSOCIATES, INC.** manages and designs all of our projects with an emphasis on communication, high quality design, cost efficiency, scheduling, stakeholder involvement, and quality assurance/quality control measures, so that our projects are completed on time and within budget on behalf of our clients. We feel this is why many of our continuing services clients have been with us for more than 10 years.

In serving the City of Polk City, Mr. Michael P. Tibble, P.E., would serve as the Lead Project Manager having more than 25 years experience in engineering design, funding assistance, permitting, bidding, and construction administration. We would also assign Mr. Kellen A. Lindsey, P.E. and Curtis A. Gentile, P.E., who would provide design and permitting assistance as well as QA/QC review. Mr. Greg D. Lang would serve as Client Liaison and Mr. Robert E. Wellington would provide resident observation services to assist in the successful completion of the City's CDBG project. Our Project Team members have an established relationship with City staff members, elected officials, and City residents. We are familiar with potential projects on Berkley Road and have previously met informally with City staff members to discuss the City's project needs. **MITTAUER & ASSOCIATES, INC.** has the manpower and resources to promptly proceed with any of the City's potential projects when they move forward.

At **MITTAUER & ASSOCIATES, INC.**, we provide all engineering services under one roof and would be very attentive to the City of Polk City's needs. In selecting **MITTAUER & ASSOCIATES, INC.**, you are assured that the City's work would be performed by a team of experienced engineering professionals who would strive to meet all of the City's needs and exceed expectations. We would welcome the opportunity to continue to work with the City of Polk City.

Sincerely yours,
Mittauer & Associates, Inc.



Joseph A. Mittauer, P.E.
President

JAM/jtm



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- Appendix B—Board of Professional Engineers – Licenses
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SECTION 1

FIRM QUALIFICATIONS



SECTION 1— FIRM QUALIFICATIONS

MITTAUER & ASSOCIATES, INC. is a unique and competitive company. In 1989, **MITTAUER & ASSOCIATES, INC.** was founded to provide the finest in water, wastewater, civil and structural engineering to municipalities, utilities and counties throughout the State of Florida. We have assembled an excellent team of professionals having more than **500 years of collective consulting engineering experience** with expertise in the following disciplines:

- Water, Sewer & Reuse Linework
- Water Treatment Systems & Facilities
- Wastewater Treatment and Pumping Facilities
- Road Construction & Resurfacing
- Stormwater/Drainage Design
- Structural Engineering
- Municipal Support Buildings
- Civil Sitework
- Boat Ramps & Docks
- Parks, Nature Trails & Recreational Facilities

MITTAUER & ASSOCIATES, INC. is a Florida corporation that has been in business for over 30 years. Our staff consists of 25 employees with 7 professional engineers on staff, and we handle all phases of engineering related projects including master planning, surveying, design, permitting, and construction administration as well as funding assistance. We are experts at securing grant/loan funding for small and medium sized communities through a number of programs, and our firm has completed **hundreds** of grant/loan-funded projects.

We will listen, investigate, design and administer solutions that work for you, your staff and community.

We are experienced with Community Development Block Grants (DEO CDBG), DEP State Revolving Fund (DEP SRF), and USDA Rural Development (USDA RD). We have assisted our clients in obtaining over **\$300 million** in grant funding for their infrastructure improvements projects.

Since its inception, the firm's reputation for high quality work coupled with attentive customer service has earned us assignments on many projects. We are now serving fifty (50) municipalities, ten (10) utilities and six (6) counties throughout Florida. The firm also provides services to a number of private clients, including school boards, private utilities, and industrial clients.

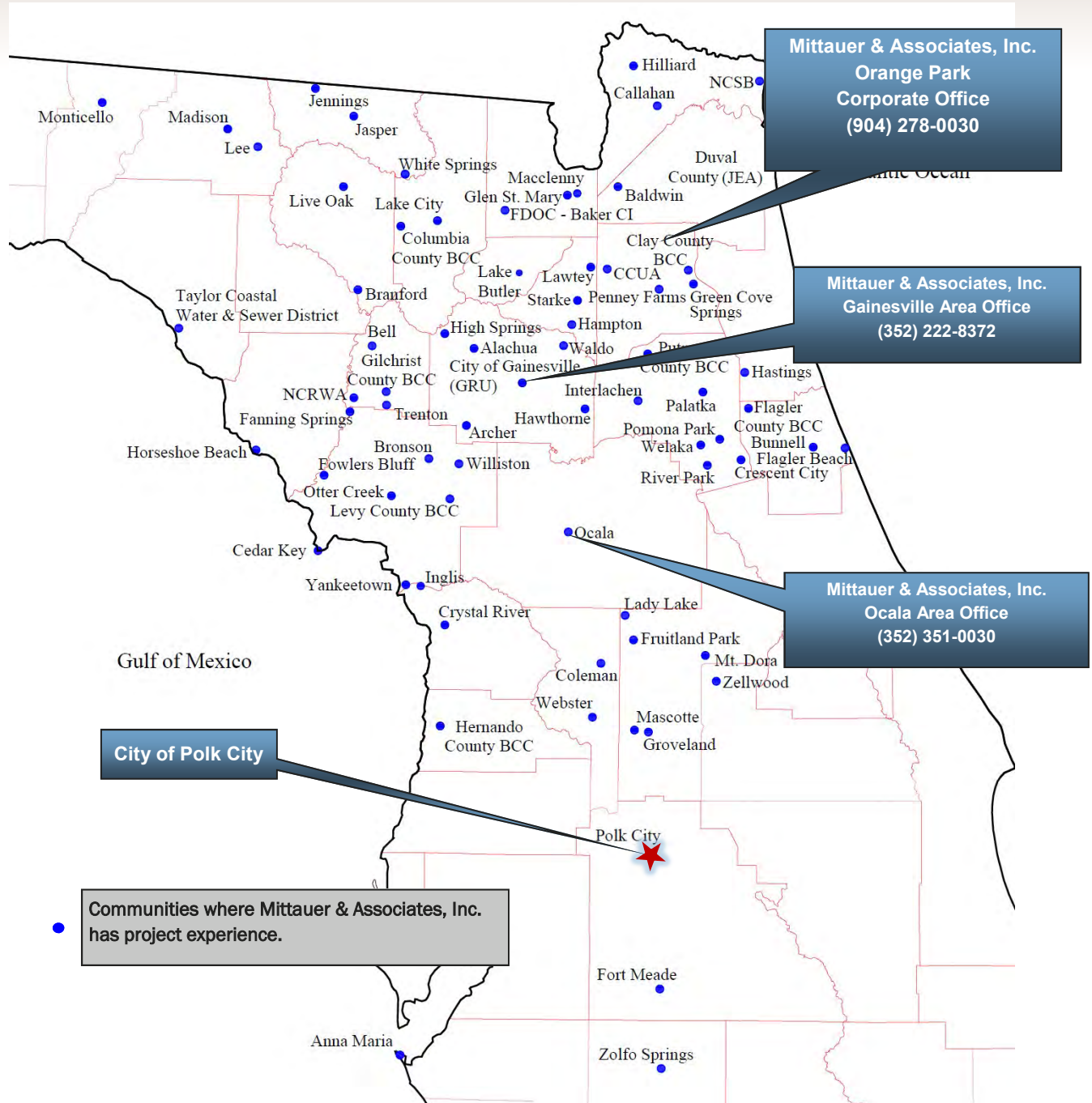
By providing all design related services under a single roof, our projects are better coordinated than our competitors resulting in cost savings to you. This also contributes to our low overhead that allows us to provide high quality service to the clients we serve. For more than 30 years, we have continually produced projects for valued, repeat clients who realize we handle each project in an efficient manner, saving them time and money while minimizing issues.

MITTAUER & ASSOCIATES, INC., understands the needs and financial constraints of your budget. We will design solutions that fit your needs and budget while looking for operation and maintenance (O&M) savings. We listen to and work closely with our clients to find cost-effective, value-added solutions to achieve their goals. The staff at **MITTAUER & ASSOCIATES, INC.** will be dedicated to serving your community and to the successful completion of your project.



SECTION 1— FIRM QUALIFICATIONS

MITTAUER & ASSOCIATES, INC.'S corporate headquarters is located in Orange Park with Area Offices in Gainesville and Ocala. Displayed below is a map which depicts many of the clients that we serve in north and central Florida along with our corporate office and area offices identified. We travel the State of Florida extensively, and we look forward to the continued opportunity to work with your community.





SECTION 2

RESPONSE TO RFP CRITERIA



CRITERIA 1- KNOWLEDGE OF STATE AND FEDERAL REGULATIONS GOVERNING THE CDBG PROGRAM AS WELL AS OTHER GRANT PROGRAMS

MITTAUER & ASSOCIATES, INC. has extensive experience and knowledge in designing and administering grant-funded projects. Our combined staff has over 500 years of consulting engineering experience and over 300 years of grant experience. The majority of our projects are funded through grants and/or low-interest loans from the following agencies:

- Department of Economic Opportunity (DEO), Community Development Block Grant (CDBG)
- USDA Rural Development (RD)
- DEP State Revolving Fund (SRF)
- Water Management District funding initiatives throughout the State of Florida
- Florida Department of Transportation (FDOT)

MITTAUER & ASSOCIATES, INC. has been working with the Florida CDBG program and other grant programs for over 30 years, and we are very familiar with the rules and regulations that govern these programs. We have participated in DEO's CDBG Application and Implementation Workshops to stay current on rules and procedures relative to the CDBG program.

For over 30 years, we have assisted our clients in netting over \$300 million in grant funding for their projects.



We specialize in providing engineering services to rural cities and counties in the following engineering disciplines:

- Water and wastewater line rehabilitation/replacement and extensions
- Water/wastewater treatment facilities
- Road resurfacing
- Stormwater/drainage improvements
- Streetscape improvements
- Recreational projects such as boat ramps, docks, parks and nature trails

Due to **MITTAUER & ASSOCIATES, INC.**'s extensive work with small, rural communities and their associated grant projects, we understand how critical it is to design, permit, and construct a project which meets the Owner's budgetary constraints and timelines.

Most of our projects would not be constructed if the bid prices exceeded the available grant funding or were not completed within the time frames designated by the grant. Therefore, **MITTAUER & ASSOCIATES, INC.** works very diligently during the design phase to ensure the project is progressing within the budgetary constraints and within the required schedule, so the Owner obtains the benefit of the grant dollars. **MITTAUER & ASSOCIATES, INC.** believes these skills and experience will aid the City of Polk City in their goals and objectives to deliver a high quality project on time and within budget.



CRITERIA 2 - EXPERIENCE WITH CDBG FUNDED PROJECTS

Our past and current list of grant/loan experience includes one hundred thirty (130) Florida CDBG projects in the Neighborhood Revitalization, Economic Development, Commercial Revitalization, and Housing Rehabilitation categories. MITTAUER & ASSOCIATES, INC. has completed or is currently working on CDBG projects for the following communities:

- City of Anna Maria
- Town of Baldwin
- Town of Bell
- Town of Branford
- Town of Bronson
- City of Bunnell
- Town of Callahan
- City of Cedar Key
- Town of Cinco Bayou
- City of Coleman
- City of Crescent City
- City of Crystal River
- City of Fanning Springs
- Flagler County
- City of Fruitland Park
- Town of Glen St. Mary
- City of Green Cove Springs
- City of Groveland
- Town of Hastings
- City of Hawthorne
- Hernando County
- City of High Springs
- Town of Hilliard
- Town of Horseshoe Beach
- Town of Interlachen
- City of Jasper
- City of Key Colony Beach
- Town of Lady Lake
- City of Lawtey
- Levy County
- City of Live Oak
- City of Macclenny
- City of Mascotte
- City of Moore Haven

- City of Mount Dora
- Nassau County
- Town of Otter Creek
- Town of Penney Farms
- Town of Pomona Park
- Town of Ponce de Leon
- Putnam County
- City of Trenton
- City of Valparaiso
- City of Waldo
- City of Webster
- Town of Welaka
- Town of White Springs
- Town of Zolfo Springs

Through our CDBG project experience in Polk City and in nearby communities, we have established relationships with program officials and the local regulatory agencies such as the Department of Economic Opportunity (DEO), Florida Department of Environmental Protection (DEP), Florida Department of Transportation (FDOT), and all 5 of Florida's Water Management Districts.

We are experts in securing grant/loan funding for small and medium sized communities through a number of different programs. We have experience leveraging multiple grants to fund capital improvements projects for our clients. Project details for many of our projects as well as the projects that involved multiple grants can be found in **Section 4, Representative Projects and also listed in Section 3, Grant Engineering Experience**. You will see that our clients have received millions of dollars in funding for their projects. We feel we would be able to effectively apply our skills and knowledge with both funding assistance and engineering to assist in the successful completion of the City of Polk City's projects.

Our extensive experience in handling grant/low interest loan funded projects have earned us an excellent reputation. We are proud to offer our knowledge and experience to the City of Polk City for the successful completion of your CDBG-funded project and other grant funded projects as they arise.



CRITERIA 3 - EXPERIENCE WITH MUNICIPAL ENGINEERING PROJECTS

MITTAUER & ASSOCIATES, INC. is highly qualified to complete the City of Polk City's upcoming CDBG project. We have extensive experience and knowledge in designing, permitting and providing construction administration services on municipal engineering projects for utilities, municipalities and counties. The firm has more than 30 years of experience with municipal engineering projects and our professional team has successfully completed more than 1,600 municipal engineering projects for our clients. Several examples are included in *Section 3, Grant Engineering Experience* and *Section 4, Representative Projects* of our qualifications package for the City's review.

In serving our clients, we focus our efforts to become an extension of their staff and assist them in:

- a) Defining project needs.
- b) Developing project budgets.
- c) Defining funding sources.
- d) Assisting with funding acquisitions.
- e) Supporting the community through all public forums via council/commission presentations, public meetings, planning meetings, Citizen Advisory Task Force meetings, etc.
- f) Completing the design, permitting coordination, and construction of the project.
- g) Turning over the improvements to the final operation and maintenance entity.

This cradle-to-grave commitment has been invaluable to the communities we serve. Various clients have determined the value in these services and, as a result, we have become the continuing-services engineer for fifty (50) Florida communities and utilities.

As previously mentioned, Sections 3 and 4 of our qualifications package contain examples of municipal engineering projects which include multiple funding agencies and other grant programs that our firm has successfully handled with regard to project funding, engineering design, surveying, permitting, bidding, construction administration and resident observation for the City of Polk City's consideration.





CRITERIA 4 - MANAGEMENT AND STAFFING

MITTAUER & ASSOCIATES, INC. is a competent, professional engineering firm that has an excellent reputation with our clients as well as the funding and regulatory agencies. This is due to the outstanding work generated by our employees. Our project team has more than **100 cumulative years** of licensed engineering experience in the State of Florida.

We strive to hire individuals with superior education and experience and place them in a stable work environment. As a result, our personnel turnover is virtually nonexistent. This stability enables the client to develop a continuing relationship with a seasoned professional. Each of our professional and administrative staff members have worked for our firm for an average of twelve (12) years, and they have gained valuable experience in providing engineering services on various grant-funded projects.

We have the manpower and resources to provide the City of Polk City with exceptional engineering services, and we will ensure the successful completion of the City's CDBG project.

We propose to assign our senior personnel to the City of Polk City's project. In serving the City, Mr. Michael P. Tibble, P.E., would be assigned as the Lead Project Manager. Mr. Tibble has more than 25 years experience in engineering design, funding assistance, permitting, bidding, and construction administration.

We would provide the following additional Project Team personnel:

- Kellen A. Lindsey, P.E., Senior Project Manager
- Curtis A. Gentile, P.E., Senior Project Manager
- Greg D. Lang, VP Community Development
- Robert E. Wellington, Sr. Project Representative

They will be supported by Joseph A. Mittauer, P.E., Timothy P. Norman, P.E., Jason R. Shepler, P.E., and Jarrod P. Petrohovich, Project Engineer, who would provide design, permitting, bidding and construction administration assistance as well as quality control review.

Our team will be dedicated to ensuring the quality of the City of Polk City's CDBG project. For additional detailed information regarding our staff, please refer to our Organizational Chart and resumes which are in **Section 5, Management and Staffing**.





MITTAUER & ASSOCIATES, INC. understands that the City of Polk City is seeking to procure CDBG engineering services for a Neighborhood Revitalization project that involves roadway improvements, stormwater facility improvements including, but not limited to, curb and gutter projects as well as other projects on an ongoing basis in the City of Polk City.

MITTAUER & ASSOCIATES, INC. is qualified to provide the above-referenced services to the City. We have been involved in the beginning stages of the City's proposed Berkley Road CDBG project and have already provided preliminary funding and planning assistance. We offer the following approach for our proposed services for the City's consideration:

A. Kick-off Meeting: The first step in our technical approach would be to have a meeting with the City of Polk City's staff and CDBG grant consultant to confirm the scope of the project, discuss the project in general, solicit needed information, identify any potential problems and establish clear lines of communication for all parties involved. During the "kick-off" meeting with the Owner, **MITTAUER & ASSOCIATES, INC.** will help develop or review the project's time line and available budget. Due to **MITTAUER & ASSOCIATES, INC.**'s extensive work with communities and utilities of all sizes and their associated grant projects, we understand how critical it is to design, permit, and construct a project which meets the Owner's budgetary constraints and timelines.

CRITERIA 5 - APPROACH TO TASK

B. Surveying: We would perform topographic surveying of the proposed project. All surveying would be performed in-house by our survey technician and surveying technical support team.

Another critical component of our experience is our dedication on investigating locations of existing utilities within the project corridor. It is a vital component of the design phase of a successful project. We have extensive experience in a number of methods to determine the existence, location, and description of buried utilities along pipeline corridors.

These methods include:

- As-Built/Record Drawing Research;
- Contacting original designers and engineers;
- Contacting construction companies;
- Contacting operation & maintenance staff;
- Subsurface utility engineering; and
- Aerial Imagery.

Our exhaustive approach has helped us identify problems during the design phase before claims can be made by the contractor during construction. The extra effort during the design phase to locate existing utilities can avoid delays and extra costs that cause a project to be late and/or over budget.

This project may require right-of-way mapping and/or boundary surveying. Our initial overview of the project suggested there may be a property rights component to the project. **MITTAUER & ASSOCIATES, INC.** would hire a survey specialist or assist the City in identifying an appropriate professional they can hire directly to assist with this component of the work. This is an extremely important step that, if ignored, can cause significant delays and add unexpected costs to the project.



CRITERIA 5 - APPROACH TO TASK—CONTINUED

C. Preliminary Design: We would prepare a Preliminary Design of the City's project. We would submit the Preliminary Design plans to the City for review and comment. Our staff would address any questions regarding the preliminary design approach, budget, construction and schedule.

D. Final Design: Final Design would include the incorporation of the collected survey data and available record drawing information. The information would be downloaded into Civil 3D and used to prepare construction drawings. The drawings and specifications would be very clear and detailed in regards to the work that the contractor must perform. We would conduct formal design reviews with the City at important milestones, such as the 60% and 90% stages of completion. We feel that periodic review of the project with the client results in a higher-quality project that more fully meets the client's needs.

E. Permitting: Our project team would submit the appropriate permit applications. **MITTAUER & ASSOCIATES, INC.** has an excellent working relationship with all the regulatory agencies. We have secured numerous permits from FDEP, FDOT, and the Water Management Districts on past projects. The need for local permits will depend on the nature of the improvements, but permits may be required by the county roadway department. We will work hard to get in front of any permitting requirements and get permitting issues resolved as soon as possible.

We would submit the permit applications as soon as the plans were at a sufficient stage of completion in order to expedite the permitting process. A brief summary of some typical agencies we interface with is provided as follows:

Florida Department of Environmental Protection:

We have worked with the FDEP on the majority of our projects and have a great relationship with the various staff members. A pre-application meeting is mandatory on all of our projects and is typically scheduled once the work plan and scope of work is agreed to for the specific project. This early dialogue allows for us to modify the project approach as needed to insure timely acquisition of permits.

Southwest Florida Water Management District:

MITTAUER & ASSOCIATES, INC. would apply to the Southwest Florida Water Management District (SWFWMD) for any Environmental Resource Permit (ERP), required for the project. We have an excellent working relationship with SWFWMD and are very knowledgeable of their rules and regulations. We would respond to all requests for additional information in a timely manner to ensure the permitting process moves expeditiously.

City of Polk City: Project team members will work with the City Public Works staff to accommodate unusual or schedule-sensitive projects such as road closures and detours.



CRITERIA 5 - APPROACH TO TASK—CONTINUED

In addition to the above, we have experience working with the following agencies on a more project specific basis.

- ◇ Army Corps of Engineers
- ◇ Environmental Protection Agency
- ◇ Florida Department of Transportation

F. Bidding: Completed, City-reviewed plans and specifications would be submitted for final approval prior to advertising for bids. Any comments would be incorporated into the plans and specifications. We would provide all bidding services associated with the project. These services would include:

- Preparation of Advertisement for Bids
- Prepare and Distribute Plans and Specifications to Bidders
- Tabulate and Maintain a List of Plan Holders
- Respond to Contractors' Questions
- Issue Addenda (if required)
- Attend Bid Opening
- Prepare Bid Tabulation
- Check Contractors' References
- Prepare Recommendation of Award

G. Construction Administration: **MITTAUER & ASSOCIATES, INC.** would provide complete construction administration services. These services typically include contract administration, preconstruction conference, shop drawing review, resident observation, processing pay requests, change orders, record drawings, start-up services, project certifications, and contract closeout. Our resident observers have years of experience in the construction of public works projects.

Their knowledge of utility, roadway, and drainage construction as well as SWFWMD and DEP regulations enhances our ability to detect potential construction issues. Periodic progress meetings would be conducted with the contractor and the City to identify and address potential conflicts with regard to schedules and costs.

MITTAUER & ASSOCIATES, INC. would oversee the progress of the contractor until construction has been completed. We would perform a Substantial Completion walkthrough, then a Final Completion walkthrough approximately 30 days later. Any unfinished items or items that are not in compliance with the design would be itemized on a punch list and presented to the contractor and a copy will be provided to the City. All items associated with the construction of the project must be satisfactorily completed and be in compliance with the plans and specifications. Once the punch list items are complete, we would process the final pay request and deem the project successfully complete. We would submit a certification of construction completion to the appropriate regulatory agencies as part of the close out process. We would also prepare/facilitate the production of record drawings and submit them to the City.





CRITERIA 5 - APPROACH TO TASK—CONTINUED

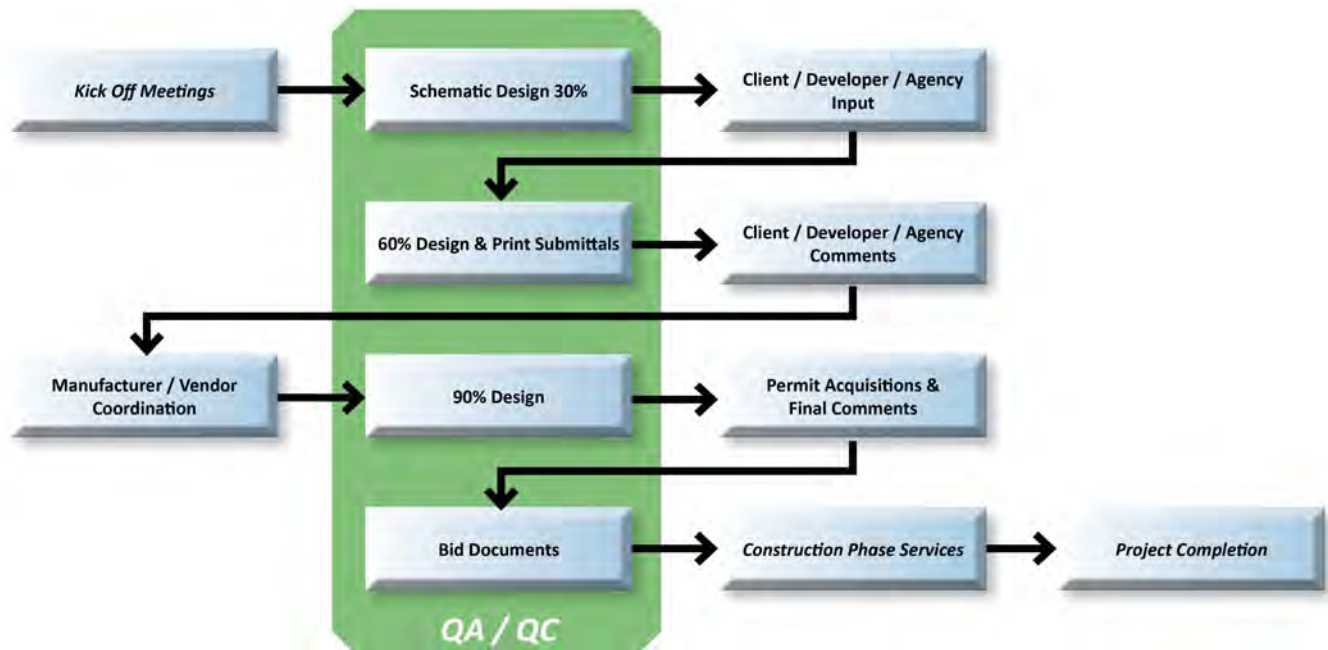
H. Quality Control: **MITTAUER & ASSOCIATES, INC.** will have continuous review and dialogue between the various team members during the design development to ensure quality control is not just a final review but an on-going process. In addition, one or more of the professional staff will be assigned QA/QC responsibilities and will conduct a formal review at each project milestone.

This collegial atmosphere, along with internal milestone reviews, allows the collective wisdom and experience within the firm to be applied to each project and ultimately creates a high-quality product.

As a result of this process, **MITTAUER & ASSOCIATES, INC.** has achieved a very low-level of change orders occurring during construction of their projects which further aids our clients in meeting their budgetary constraints.

MITTAUER & ASSOCIATES, INC. is proud of our record on producing a quality product for our clients and looks forward to extending this service to the City of Polk City.

TYPICAL DESIGN FLOW CHART





SECTION 2 – RESPONSE TO RFP SELECTION CRITERIA

CRITERIA 6 - CLIENT REFERENCES

As previously mentioned, **MITTAUER & ASSOCIATES, INC.** has been the continuing services engineer for 50 communities with over 1,600 completed projects for clients. We feel these communities' long standing confidence in our service speaks volumes. We invite you to call and speak with our clients about our firm's competency and integrity. The following is a list of all CDBG projects, along with client contact information, for the last three (3) years:

Town of Baldwin

10 U.S. Highway 90 West
Baldwin, Florida 32234-1832
Sean Lynch, Mayor
(904) 266-5030

**CDBG 16 NR Water Valve & Fire Hydrant
Replacement**

**CDBG 19 NR Master Pump Station & Water Main
Replacement**

Town of Bell

P.O. Box 116
Bell, Florida 32619
Michelle Rose, Town Clerk
(352) 463-6288

CDBG 12 NR Street & Drainage Improvements

Town of Branford

P.O. Box 577
Branford, Florida 32008
Robbie Lee, Public Works Director/Supervisor
(386) 935-1146

CDBG 13 NR WWTP Improvements

**CDBG 17 NR Drainage Improvements & WTP
Controls**

Town of Bronson

650 Oak Street
P.O. Box 266
Bronson, Florida 32621
Erik Wise, Public Works Director
(352) 486-2354

CDBG 17 NR Wastewater System Extension

City of Coleman

P.O. Box 456
Coleman, FL 33521-0456
Akiko Teagle, Finance Manager
(352) 748-1017

CDBG 13 NR WTP Improvements

City of Crescent City

3 N. Summit Street (US Hwy 17)
Crescent City, Florida 32112
Patrick Kennedy, City Manager
(386) 698-2525

CDBG 15 NR Stormwater Improvements

CDBG 18 NR Street Paving



SECTION 2 – RESPONSE TO RFP SELECTION CRITERIA

CRITERIA 6 – REFERENCES—CONTINUED

City of Fanning Springs

17651 NW 90th Court
Fanning Springs, Florida 32693
Sheila Watson, City Clerk
(352) 463-2855

CDBG 15 NR Wastewater Collection System Extension (Ph. I & II)

City of Fort Meade

8 West Broadway Street
Fort Meade, Florida 33841
Danielle Judd, City Manager
(863) 285-1100 ext. 232

CDBG 17 NR Cherokee Ave. LS & Sewer Line Replacement

Town of Glen St. Mary

P.O. Box 519
Glen St. Mary, Florida 32040-0519
Juanice Padgett, Mayor
(904) 259-3777

CDBG 17 NR Northside Gravity Sewer Extensions

City of Hawthorne

P.O. Box 1270
Hawthorne, Florida 32640
Ellen Vause, City Manager
(352) 481-2432

CDBG 15 ED Love's Travel Stop
CDBG 16 NR Downtown Water Main
Replacements—SJRWMD REDI
CDBG 18 NR Hawthorne Athletic Park Imp.

City of High Springs

23718 W. US Hwy 27
High Springs, Florida 32643
Joel DeCoursey, Jr., City Manager
(386) 454-1416

CDBG 15 WM Replacement

Town of Hilliard

P.O. Box 249
Hilliard, Florida 32046
Lisa Purvis, Town Clerk
Office: (904) 845-3555

CDBG 17 NR WM & FM Replacements

Town of Interlachen

311 Atlantic Avenue
Interlachen, Florida 32142
Pamela Wilburn, Town Clerk
(386) 684-3811

CDBG 13 NR Water System Improvements

CDBG 16 NR Water Main Extensions & Street Paving

CDBG 19 NR Water System Improvements & Street Paving



CRITERIA 6 – REFERENCES—CONTINUED

Town of Lady Lake

409 Fennell Boulevard
Lady Lake, Florida 32159
C.T. Eagle, Public Works Director
(352) 751-1526
Thomas " Butch" Goodman
Utilities Supervisor
(352) 751-1526

CDBG 13 NR Skyline Drainage Improvements

City of Lawtey

P.O. Drawer G
Lawtey, Florida 32058
Lisa Harley, City Manager/Clerk
(904) 782-3454

**CDBG Wastewater Collection & Transmission
Facilities, Phases II-Ic
CDBG 15 NR Water Treatment Plant Expansion
CDBG 19 NR Water Valve & Fire Hydrant
Replacement**

City of Macclenny

118 E. Macclenny Avenue
Macclenny, Florida 32063-2120
Phil Rhoden, City Manager
(904) 259-6261

**CDBG 18 NR Lift Station Rehabilitation &
Replacement**

City of Moore Haven

P.O. Box 399
Moore Haven, Florida 33471
Maxine Brantley, City Clerk
(863) 946-0711

**CDBG 15 NR Water Main Replacement &
WTP Improvements
CDBG 18 NR Sewer System Extension**

City of Mount Dora

1250 N. Highland Street
Mount Dora, Florida 32757
Paul Lahr, P.E., City Engineer
(352) 735-7155

**CDBG 13 New Water Main Replacement
CDBG 17 NR Water Main & Stormwater
Improvements**

Town of Otter Creek

555 2nd Avenue
Chiefland, Florida 32626
Rosemary Severino, Town Clerk
(352) 486-4766

**CDBG 18 NR Water Treatment Plant
No. 2 Improvements**



SECTION 2 – RESPONSE TO RFP SELECTION CRITERIA

CRITERIA 6 – REFERENCES—CONTINUED

Town of Ponce de Leon

1580 Hwy 90
Ponce de Leon, Florida 32455
Tammy Melerine, Town Clerk
(850) 836-4361

CDBG 11 NR Lift Station Rehabilitation CDBG NR 17 Lift Station Rehabilitation & Water System Improvements

City of Valparaiso

465 Valparaiso Parkway
Valparaiso, Florida 32580
Tammy Johnson, City Clerk
(850) 729-5402

CDBG 17 NR Lift Station Rehabilitation

City of Vernon

2808 Yellow Jacket Drive
Vernon, Florida 32462
Tracy Walker, City Clerk
(850) 535-2444

CDBG 15 NR Sewer & Water Improvements

City of Waldo

14655 Kennard Street
P.O. Drawer B
Waldo, FL 32694
Kim Worley, City Manager
(352) 468-1001

CDBG 12 Well & Water System Improvements CDBG 18 NR Water Main Replacements

City of Webster

85 E. Central Avenue
Webster, Florida 33597
Deanna Naugler, City Manager
(352) 793-2073

CDBG 18 NR North WTP Improvements

Town of White Springs

P.O. Drawer D
White Springs, Florida 32096
Tommie Jones, Interim City Manager
(386) 397-2310

CDBG 16 NR Fire Station

Town of Zolfo Springs

P.O. Box 1261
Zolfo Springs, Florida 33890-1261
Linda Roberson, Town Manager
(863) 735-0407

CDBG 16 NR Water Main Replacements

CDBG 19 NR Water System Imp. & LS Rehab.



CRITERIA 7 – ABILITY TO BECOME QUICKLY FAMILIAR WITH LOCAL CONDITIONS

MITTAUER & ASSOCIATES, INC. is familiar with the City of Polk City and the surrounding area in Polk County. We have the manpower and resources to provide the City of Polk City with exceptional services, and we will ensure the successful completion of the City's CDBG project.

We have already attended preliminary planning meetings with City staff regarding a future CDBG application for a project on Berkley Road. We have also performed and provided some initial due diligence for the same project. Our ability to get quickly up to speed is greatly enhanced by this preliminary work.

We are currently working with or have completed projects for communities near the City of Polk City such as:

- City of Fort Meade (Polk County)
- City of Zolfo Springs (Hardee County)
- City of Mascotte (Lake County)
- City of Mount Dora (Lake County)
- Town of Lady Lake (Lake County)
- City of Fruitland Park (Lake County)
- Hernando County BCC (Hernando County)
- Zellwood Water Users, Inc. (Orange County)

We would welcome the opportunity to continue to work with the City of Polk City on its upcoming CDBG project which involves roadway improvements, stormwater facility improvements including, but not limited to, curb and gutter projects as well as projects on an ongoing basis in the City of Polk City.





SECTION 3

GRANT ENGINEERING EXPERIENCE



SECTION 3 – GRANT ENGINEERING EXPERIENCE

MITTAUER & ASSOCIATES, INC. has extensive experience in providing engineering services to municipal and county Governments on projects which utilize financial assistance in the form of grants or loans. We have the ability to research, apply for and obtain project funding for our clients, and we have an impressive success rate. We have handled more than 130 CDBG-funded projects, 25 DEP-funded projects, 33 USDA Rural Development funded projects, and dozens of projects funded by the various Water Management Districts, the Florida Department of Transportation, and the FRDAP and FWC FBIP programs. Our funding success rate totals more than \$300 million in grant funding for our clients.

Our expertise covers a wide range of project types from infrastructure improvements such as water, sewer, roads, and stormwater projects to community centers, recreational parks and streetscape projects. We have an excellent working relationship with the following agencies and encourage you to call and discuss the quality of our work with them.

- **CDBG DEO** - Florida Small Cities Community Development Block Grant Program
- **CDBG HUD** - Community Development Block Grant, Entitlement Program
- **DEP SRF** - Dept. of Environmental Protection, State Revolving Fund Program
- **DEP FDSC** - Dept. of Environmental Protection, Financially Disadvantaged Small Community Grants
- **DEP** - Heritage River Program
- **DEP** - EDB Contamination Program
- **DEP FRDAP** - Dept. of Environmental Protection, Florida Recreation Development Assistance Program
- **FDOT SCOP**—Florida Department of Transportation Small County Outreach Program
- **USDA RD** - USDA Rural Development
- **ARRA**—American Recovery and Reinvestment Act
- **Dept. of State** - State of Florida - Dept. of State Historic Preservation Program
- **EDA** - U.S. Department of Commerce, Economic Development Administration
- **EPA SPAP** - U.S. Environmental Protection Agency, Special Appropriations Project
- **FEMA/DCA**-Federal Emergency Management Agency/Department of Community Affairs
- **FEMA HMGP**-Federal Emergency Management Agency, Hazard Mitigation Grant Program
- **FWC FBIP** - Florida Fish & Wildlife Conservation Commission, Florida Boating Improvement Program
- **HRS** - State of Florida - Department of Health Fluoridation Program
- **Division of Strategic Business Development** (formerly Office of Tourism, Trade and Economic Development (OTTED))
- **RESTORE Act**—Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast Act of 2012
- **SRWMD**—Suwannee River Water Management District
- **SRWMD RIVER Grant**– SRWMD Regional Initiative Valuing Environmental Resources Program
- **SJRWMD** - St. Johns River Water Management District
- **SWFWMD**-Southwest Florida Water Management District
- **SFWMD**—South Florida Water Management District



FLORIDA DEPARTMENT of
ECONOMIC OPPORTUNITY



**MITTAUER
& ASSOCIATES, INC.**
CONSULTING ENGINEERS &
PROJECT FUNDING SPECIALISTS



COMMUNITY DEVELOPMENT BLOCK GRANT



MITTAUER & ASSOCIATES, INC. has extensive experience in providing engineering services on Community Development Block Grant (CDBG) projects for small municipalities and rural counties. Our grant-funded project experience includes both the State Small Cities Program and the Federal Entitlement Program. Our experience covers a wide range of project types from infrastructure improvements such as water, sewer, roads, drainage, etc., to community centers, housing rehabilitation and streetscape projects. We have project experience in all CDBG categories. The following is a list of CDBG-funded project that we have successfully completed or are currently working on:

- Anna Maria - Drainage Improvements & Sidewalks
- Baldwin - Business District Streetscape Phase I
- Baldwin - Business District Streetscape Phase II
- Baldwin - Community Center
- Baldwin - Recreation Park
- Baldwin - Residential Housing Rehabilitation
- Baldwin - Senior Citizen Center
- Baldwin - Wastewater Treatment Plant Improvements
- Baldwin - ED IGA Grocery Store
- Baldwin - Lift Station Rehab & WWTP Improvements
- Baldwin - Master Pump Station and Water Main Replacement
- Baldwin - Water Valve & Water Main Replacement
- Bell - Street & Drainage Improvements
- Branford - Drainage Improvements
- Branford - ED Restaurant Infrastructure
- Branford - WTP Improvements
- Branford - WWTP & Street Improvements
- Branford - WWTP Improvements
- Bronson - Wastewater System Extension
- Bunnell - ED Water & Sewer Extensions
- Bunnell - Reuse System Improvements



**CDBG-ED IGA GROCERY STORE
BALDWIN, FLORIDA**



COMMUNITY DEVELOPMENT BLOCK GRANT

- Bunnell - ED Steel Rail Industrial Park Infrastructure
- Bunnell - Pump Station No. 1, Force Main & Paving Improvements
- Callahan - WWTP Expansion
- Callahan - WTP Expansion
- Cedar Key - Water & WW System Improvements
- Cinco Bayou - CR Eglin Parkway Streetscape
- Coleman - Water Meter Replacement
- Coleman - Water Treatment Plant Improvements
- Coleman - Drainage System Improvements
- Coleman - WTP & Community Center Improvements
- Coleman - WTP Improvements
- Crescent City - Water Plant Improvements
- Crescent City - Water Main Replacements
- Crescent City - Stormwater Improvements
- Crescent City - Street Paving
- Crystal River - Water Main Replacements
- Fanning Springs - Street Paving & WTP Improvements
- Fanning Springs - WTP Improvements
- Fanning Springs - Wastewater Collection System Extension, Phase I
- Fanning Springs - Wastewater Collection System Extension, Phase II
- Fanning Springs - ED Holiday Inn Infrastructure
- Flagler County - Community Center
- Fort Meade - Cherokee Ave. LS & Sewer Line Replacement
- Fruitland Park - Water System Improvements
- Glen St. Mary - Fire Protection System
- Glen St. Mary - New Water Plant & Distribution System
- Glen St. Mary - New Well & Water Main Extensions
- Glen St. Mary - Northside Gravity Sewer Extensions
- Green Cove Springs - South WWTP Improvements & Sewer Rehabilitation
- Groveland - ED Water, Sewer & Street Paving
- Groveland - Phelps Street Sewer Extensions
- Groveland - Wastewater System Extensions
- Hastings - Water Main Replacement
- Hastings - ED Water & Sewer Extensions
- Hastings - WTP Improvements & WWTP Improvements
- Hawthorne - Athletic Park Improvements
- Hawthorne - ED Water & Sewer System Extensions
- Hawthorne - Sewer System Extensions
- Hawthorne - New Elevated Water Tank and Well
- Hawthorne - ED Love's Truck Stop
- Hawthorne - Downtown Water Main Replacements
- Hawthorne - Hawthorne Athletic Park Improvements

CDBG NEW ELEVATED WATER TANK
& WELL - HAWTHORNE, FLORIDA



WTP IMPROVEMENTS & WWTP IMPROVEMENTS
HASTINGS, FLORIDA



SECTION 3 – GRANT ENGINEERING EXPERIENCE

COMMUNITY DEVELOPMENT BLOCK GRANT

- Hernando County - ED Water, Sewer, Street & Drainage Improvements
- High Springs - Water Main Replacements
- High Springs - Water Main Replacements & Park Improvements
- Hilliard - Sidewalk & Drainage Improvements
- Hilliard - El Nino Drainage Improvements
- Hilliard - Sewer System Rehabilitation & Drainage Improvements
- Hilliard - WWTP Expansion
- Hilliard - U.S. 1 Sewer Rehab
- Hilliard - Watermain & Force Main Replacements
- Horseshoe Beach - Water System Improvements - Phase I
- Horseshoe Beach - Water System Improvements - Phase II
- Horseshoe Beach - Water Transmission Main
- Interlachen - Water System Improvements
- Interlachen - Water Main Extensions & Street Paving
- Jasper - Well No. 6 & Emergency Generator
- Jasper - Water Meter Replacement
- Key Colony Beach - Drainage System Improvements
- Lady Lake - Street Paving & Sewer Extensions
- Lady Lake - ED Water & Sewer Extensions
- Lady Lake - Water Treatment Plant No. 3
- Lady Lake - 2006-07 Street Resurfacing
- Lady Lake - 2007-08 Street Resurfacing
- Lady Lake - 2008-09 Street Resurfacing
- Lady Lake - 2009-10 Street Resurfacing
- Lady Lake - 2010-11 Street Resurfacing
- Lady Lake - Skyline Drainage Improvements
- Lawtey - Wastewater Collection & Transmission Facilities, Phase II
- Lawtey Water Treatment Plant Expansion
- Lawtey - Water Valve & Fire Hydrant Replacement
- Levy County - Street Paving
- Levy County - Street Paving FY 2002
- Macclenny - Lift Station Rehabilitation & Replacement
- Mascotte - Drainage Improvements
- Moore Haven - Water Main Replacement, Phase I
- Moore Haven - Water Main Replacement, Phase II
- Moore Haven - Sewer System Extension
- Moore Haven - Water Main Replacements & WTP Improvements
- Moore Haven - Sewer System Extension
- Mount Dora - Drainage & Water Main Replacement
- Mount Dora - Sidewalks & Wastewater Extension



WATER SYSTEM IMPROVEMENTS
FRUITLAND PARK, FLORIDA



SECTION 3 – GRANT ENGINEERING EXPERIENCE

COMMUNITY DEVELOPMENT BLOCK GRANT

- Mount Dora - Water Main Replacement
- Mount Dora - Water Valve Replacement & Stormwater Improvements
- Nassau County - Economic Development Water, Sewer, and Street Improvements
- Otter Creek - Water Treatment Plant No. 2 Improvements
- Penney Farms - New Hope Wastewater System Extension
- Pomona Park - Fire Protection System
- Pomona Park - Fire Protection System - Phase II
- Ponce de Leon - Water Well No. 3 & WW System Extension
- Ponce de Leon - Rehabilitation & Water System Improvements
- Ponce de Leon - Wastewater Treatment Plant Improvements
- Ponce de Leon - LS Rehab & Water System Improvements
- Putnam County - ED Beck/Sloan Properties
- Starke - Lift Station Rehabilitation
- Trenton - Water Treatment Plant Improvements
- Trenton – Lift Station Rehabilitation
- Trenton – WTF & WWTF Improvements
- Valparaiso - Lift Station Rehabilitation
- Valparaiso - Water Treatment Plant Expansion
- Vernon - Water & Sewer Improvements
- Waldo - ED N 301 Water & Sewer Extensions
- Waldo - Water Main Replacements
- Waldo - Well & Water System Improvements
- Webster - North Water Treatment Plant Improvements
- Welaka - Water System Improvements
- White Springs - CR 25A Sewer Extensions
- White Springs - Fire Station
- Yankeetown - WTP Improvements
- Yankeetown - Water Main Replacements
- Zolfo Springs - Water Main Replacements & Drainage Improvements
- Zolfo Springs - CDBG/EDA/OTTED Public Works Improvement Project
- Zolfo Springs - Disaster Recovery Initiative Public Works Improvement Project
- Zolfo Springs - WTP & WWTP Improvements
- Zolfo Springs - Water Main Replacements
- Zolfo Springs - Water System Improvements & LS Rehabilitation



Our staff has an excellent working relationship with the Department of Economic Opportunity and our clients. We encourage you to call and discuss the quality of our work with them. **MITTAUER & ASSOCIATES, INC.** has more than \$65 million worth of CDBG project experience.



SECTION 3 – GRANT ENGINEERING EXPERIENCE

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, SRF & EPA SPAP

MITTAUER & ASSOCIATES, INC., has successfully handled numerous projects funded through the Florida Department of Environmental Protection (FDEP), State Revolving Fund (SRF), the Financially Disadvantaged Small Community (FDSC) Grants Program as well as other FDEP-funded programs and the EPA SPAP Program. Our project experience covers a wide range of infrastructure type projects such as water and wastewater treatment facilities, reuse facilities as well as water and sanitary sewer linework. The following is a list of FDEP-funded project that we are currently handling or have successfully completed:

- Town of Baldwin SRF Brandy Branch Effluent Disposal System - \$3,162,000 Est. (Construction Phase)
- City of Bunnell, WWTP Improvements - \$2,625,000 (Completed 0.60 MGD Oxidation Ditch with AWT Capability)
- City of Bunnell, WWTP Reuse System - \$1,000,000 (Complete)
- City of Bunnell, SRF Reuse Transmission Main - \$1,439,000 (Completed 17,400 LF of 10" and 12" Reuse Main)
- Town of Callahan, WWTP Expansion - \$6,271,300 (Completed 0.50 MGD Oxidation Ditch with AWT Capabilities)
- Casselberry, SRF Water System Improvements, Phases I-III - \$9,326,000 (Complete)
- Cedar Key, SRF/RD WTP Improvements - \$4,392,000 Est. (Design Phase)
- Clay County Utility Authority, Fleming Island Reuse - \$1,000,000 (Completed 1.0 MG Ground Storage Tank and Reuse High Service Pump Building)
- City of Crescent City, Hubbard Park Sewer System - \$200,000 (Completed 1,500 LF of 8" Gravity Sewer and Lift Station)
- City of Crescent City, North Lake Crescent Sewer Extensions - \$400,000 (Completed 4,500 LF of 8" Gravity Sewer)
- City of Crescent City, SPAP Water Main Replacement - \$400,000 (Complete)



DEP/RD WWTP EXPANSION
CALLAHAN, FLORIDA



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, SRF & EPA SPAP

- City of Crescent City, WWTP Site Acquisition - \$200,000 (Completed Acquisition of 40-acre Parcel of Land for New Wastewater Treatment Plant)
- City of Flagler Beach, SRF WTP Expansion - \$6,850,000 (Completed 2.0 MGD Nanofiltration Water Treatment Plant and Wells)
- City of Fort Meade, SRF Wastewater System Improvements, Phase 1 (Design Phase)
- City of Green Cove Springs, SRF Harbor Road WWTF Expansion (Phase 1 Construction)
- City of Groveland, Garden City Water Extension - \$391,000 (Completed 14,000 LF of 12" Water Main)
- City of Groveland, SRF WW Transmission Main Extensions - \$1,600,000 (Completed 1,600 LF of 12" water main; 1,800 LF of 14" directionally drilled water main; 16,700 LF of 12" force main; 2,600 LF of 14" directionally drilled force mains)
- Town of Hastings, Sewer Rehabilitation - \$100,000 (Complete)
- Town of Hastings, WWTP Upgrade - \$900,000 (Completed 0.12 MGD AWT Plant with New Clarifiers and Chlorine Contact Chamber)
- City of Hawthorne, SRF Water Main Replacements (Planning Phase)
- Jacksonville WSEA, Lincoln Villas Water & Sewer Extensions, Phase I - \$1,420,000 (Completed 2,300 LF of 6-inch water main and 3,200 LF of 8-inch water main; 11 fire hydrants; 4,800 LF of 8-inch gravity sewer; 1 duplex submersible pump station; and miscellaneous roadway reconstruction)



SRF WASTEWATER TRANSMISSION MAIN EXTENSIONS
GROVELAND, FLORIDA



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, SRF & EPA SPAP

- Town of Jennings, SRF I/I Correction (Sewer Rehabilitation, Design Phase)
- City of Lake Butler, SRF AMI Water Meter Replacement (Design Phase)
- City of Lake Butler, SRF Wastewater Collection Rehabilitation (Planning Phase)
- Town of Lee, Wastewater Collection & Transmission Facilities—\$5,353,000 (Complete)
- City of Macclenny, SRF Sewer Rehabilitation (Design Phase)
- City of Monticello, SRF WWTF Energy Efficiency Improvements (Planning Phase)
- Nature Coast Regional Water Authority, SRF Old Town Water System Extension, Phase I - \$1,500,000 (Complete)
- Town of Penney Farms, FDSC Wastewater Collection & Transmission Facilities - \$4,678,000 (Completed 22,000 LF of 8" -12" Gravity Sewer and 52,000 LF of 6" - 10" Force Main)
- River Park Utilities Mgmt. Association, Wastewater Collection System Extension - \$200,000 (Completed 4,600 LF of 6" Force Main)
- City of Starke, SRF Sewer System Evaluation & Rehabilitation (Planning Phase)
- City of Trenton, SRF Water Main Replacement (Design Phase)
- City of Waldo, (LP Wastewater Collection System Evaluation & Rehabilitation (Design Phase)
- Town of White Springs, SRF I/I Correction - \$3,284,000 Est. (Design Phase)
- Town of Yankeetown, SRF Water Treatment Plant - \$4,400,000 (Completed 0.432 MGD Membrane and Resin Water Treatment Plant)

MITTAUER & ASSOCIATES, INC. has more than \$60 million worth of experience in FDEP-funded projects.



SRF WATER TREATMENT PLANT, YANKEETOWN, FLORIDA



USDA RURAL DEVELOPMENT

MITTAUER & ASSOCIATES, INC., has substantial experience with the United States Department of Agriculture, Rural Development funded projects. The United States Department of Agriculture (USDA), Rural Development (RD) grant/loan program offers low interest loans to rural communities for infrastructure improvements projects. The USDA RD also offers assistance to rural businesses through the Rural Business Enterprise Grant (RBE) program. In 2012 two of our projects, the Fowler's Bluff Water System Assn., Inc. Water System Improvements and Cedar Key RBE Anchor Hole Boat Ramp Improvements, were featured in USDA's Annual Report to Congress. The projects were great examples of the full service **MITTAUER & ASSOCIATES, INC.** brings to a project: Funding assistance, surveying, engineering design and construction administration services. The following is a list of USDA RD-funded projects that our firm has successfully completed or is currently working on:

- ◆ Baldwin - Water & Sewer System Extensions (complete)
- ◆ Baldwin - RBE Water & Sewer System Extensions (complete)
- ◆ Bronson - Wastewater System Extensions (complete)
- ◆ Callahan - RD WWTP Improvements (complete)
- ◆ Cedar Key - Water System Improvements (complete)
- ◆ Cedar Key - Water Treatment Plant Improvements (design phase)
- ◆ Cedar Key - RBE Anchor Hole Parking Lot (complete)
- ◆ Cedar Key - RBE Anchor Hole Boat Ramp Improvements (complete)
- ◆ Cedar Key - RBE Marina Improvements (construction phase)
- ◆ Crescent City - Natural Gas System Improvements (complete)
- ◆ Crescent City - New WWTP & Wastewater System Extensions (complete)
- ◆ Fanning Springs - Wastewater Collection & Treatment Facility, Phase I (complete)
- ◆ Fanning Springs - Wastewater Collection System Extensions, Phase II (design phase)
- ◆ Fowler's Bluff Water System Assn., Inc. - Water System Improvements (complete)
- ◆ Glen St. Mary - U.S. 90 Water & Sewer - System Extensions (complete)
- ◆ Groveland - Sampey Road Wastewater Treatment Plant Improvements (complete)





USDA RURAL DEVELOPMENT

- ◆ Hastings - Wastewater Treatment Plant Improvements (complete)
- ◆ Hawthorne - Sewer System Extensions (complete)
- ◆ Hawthorne - RBEG Water & Sewer System Extensions (complete)
- ◆ High Springs - Phase 4 North & Additions (complete)
- ◆ Hilliard - Wastewater Treatment Plant Expansion, Water & Sewer Line Extensions (complete)
- ◆ Hilliard - WTP & WWTP Expansion 2009 (complete)
- ◆ Jennings - Wastewater Plant Improvements & New Effluent Spray Field (complete)
- ◆ Lawtey - Wastewater Collection & Transmission Facilities, Phase I (complete)
- ◆ Lawtey - Wastewater Collection & Transmission Facilities, Phase II (complete)
- ◆ Monticello - WWTP Replacements (complete)
- ◆ River Park Utilities - Water Plant Improvements (complete)
- ◆ River Park Utilities - Wastewater Plant, Effluent Reuse System and Wastewater System Extensions (complete)
- ◆ River Park Utilities - Wastewater Collection System Replacements (complete)
- ◆ Waldo - Wastewater System Improvements (complete)
- ◆ Zellwood - Water System Improvements (construction phase)
- ◆ Zolfo Springs - WWTP Expansion (complete)

Our staff has an excellent working relationship with the USDA RD both at the State Office and at the District Offices. We encourage you to call and discuss the quality of our work with them. **MITTAUER & ASSOCIATES, INC.** has more than \$80 million worth of USDA RD project experience.



RD SEWER SYSTEM EXTENSIONS
CITY OF HAWTHORNE, FLORIDA



RD WWTP EXPANSION
TOWN OF ZOLFO SPRINGS, FLORIDA



SECTION 3 – GRANT ENGINEERING EXPERIENCE

FLORIDA DEPARTMENT OF TRANSPORTATION SCOP

MITTAUER & ASSOCIATES, INC., has successfully handled numerous projects funded through the Florida Department of Transportation (FDOT) Small County Outreach Program (SCOP). Our project experience in this program has covered a wide range of scope such as roadway, drainage, paving, & resurfacing improvements. **MITTAUER & ASSOCIATES, INC.** has more than \$6,000,000 worth of Florida Department of Transportation project experience. The following is a list of FDOT SCOP-funded project that we are currently handling or have successfully completed:

- Town of Bell, FDOT SCOP FY 15 Strickland Road Paving - \$127,000
- Town of Bell, SCOP Downtown Road Reconstruction - \$376,000
- Town of Bronson, FDOT SCOP FY 18 Picnic Street Resurfacing - \$350,000
- Town of Bronson, FDOT SCOP Hardee, Cobb, and Blitch Street Improvements - \$345,000
- City of Crescent City, FDOT SCOP FY 19 Walnut Street Improvements - \$250,000
- Town of Interlachen, FDOT SCOP North Francis Street & Macgill Street Paving - \$1,200,000
- City of Lawtey, FDOT SCOP 2019 Carter Rd./NE 1st St. Roadway Improvements - \$640,000
- City of Macclenny, FDOT SCOP Jonathan St. Widening & Resurfacing - \$168,000
- Town of Ponce de Leon, SCOP FY 18-19 Pirates Cover Resurfacing - \$346,000 Est. (Construction Phase)
- City of Starke, FDOT CIGP Orange Street Resurfacing & Drainage - \$1,000,000 Est. (Design Phase)
- City of Trenton, SCOP FY 18-19 NE Lancaster Street & 5th Terrace Reconstruction - \$603,000
- Town of White Springs, FDOT SCOP FY 17 Kendrick St. Paving & Drainage Improvements - \$310,000
- Town of White Springs, FDOT SCOP FY18 Mill St./Willie Johnson Rd. Repaving - \$195,000
- Town of Zolfo Springs, FDOT SCOP Roadway Improvements - \$310,000



FDOT SCOP NORTH FRANCIS STREET &
MACGILL STREET PAVING



FDOT SCOP HARDEE, COBB, AND
BLITCH STREET IMPROVEMENTS
BRONSON, FL



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

MITTAUER & ASSOCIATES, INC. has worked with a number of clients who have obtained recreation funding for their parks through the FDEP Florida Recreation Development Assistance Program (FRDAP). Activities for which our clients have received funding for include the following:

- Playgrounds
- Fishing Piers
- Exercise Circuits
- Boardwalks
- Freshwater Beaches
- Canoeing Areas
- Picnic Shelters
- Tennis Courts
- Various Field Sports



FORT FANNING HISTORICAL PARK
FANNING SPRINGS, FLORIDA

This program has also added support facilities to the parks such as parking lots, lighting, fencing and restroom facilities. We find that these projects are frequently bid on by local contractors and receive support and enthusiasm from the community. **MITTAUER & ASSOCIATES, INC.** has an excellent working relationship with the Division of Recreation and Park's Bureau of Design and Recreation Services. **MITTAUER & ASSOCIATES, INC.** has more than \$4 million worth of Florida Recreation Development Assistance project experience.



SECTION 4

REPRESENTATIVE PROJECTS



SECTION 4 – REPRESENTATIVE PROJECTS

Project Title: CDBG NR Drainage and Water Main Replacements
Client: City of Mount Dora, Florida
Project Location: Mount Dora, Lake County, Florida
Completion Date: November 2006
Project Cost: \$921,318
M&A Project No.: 0502-01-1

The CDBG NR Drainage and Water Main Replacements project involved the construction of drainage swales, culverts and structures in two different service areas of the City of Mount Dora as well as the construction of new PVC water mains and abandonment of existing mains. The work included 3,500 LF of new swales; 300 LF of manifolded pipe culverts and ditch closure; 600 LF of ditch restoration, miscellaneous pipe restoration and cleaning; 865 LF of new PVC water main with associated taps, valves, fittings and replacement services; grassing and the pavement repairs where necessary.

The project was funded through a Community Development Block Grant in the Neighborhood Revitalization category along with the contribution of City funds. Services provided by **MITTAUER & ASSOCIATES, INC.** included grant assistance, design, surveying, permitting, construction administration, and resident observation.





SECTION 4 – REPRESENTATIVE PROJECTS

Project Title: CDBG 07 CR Eglin Parkway Streetscape
Client: Town of Cinco Bayou, Florida
Project Location: Cinco Bayou, Okaloosa County, Florida
Completion Date: March 2011
Project Cost: \$896,500
M&A Project No.: 0108-01-1

The CDBG 07 CR Eglin Parkway Streetscape project for the Town of Cinco Bayou consisted of the demolition of approximately 1,500 SY of existing concrete sidewalk, concrete driveways, curb and gutter with the construction and installation of new 2" and 4" PVC and HDPE conduits for fiber optic, telephone, cable TV, and electric wiring. Open trench and directional drill installation with associated pull boxes was included in the work. The project also involved the installation of approximately 1,400 SY of decorative pavers and approximately 400 SY of 6" thick concrete driveways with associated subgrade and base preparation and other miscellaneous work including maintenance of traffic, curb and gutter repair, restoration, and coordination with all applicable utilities. All work was completed in accordance with FDOT requirements and the respective utility companies.



The project was funded through a Community Development Block Grant in the Commercial Revitalization Category. Services provided by **MITTAUER & ASSOCIATES, INC.** included grant assistance, design, surveying, permitting, construction administration, and resident observation.



SECTION 4 – REPRESENTATIVE PROJECTS

Project Title: CDBG 09 NR Sidewalks & Wastewater Extension
Client: City of Mount Dora, Florida
Project Location: Mount Dora, Lake County, Florida
Completion Date: August 2011
Project Cost: \$407,400
M&A Project No.: 0502-02-1

The CDBG 09 NR Sidewalks & Wastewater Extension project for the City of Mount Dora involved the installation of approximately 13,700 LF of concrete and elevated sidewalk, 485 LF of 8" gravity sewer, and up to 8 sewer hookups as well as all necessary restoration.

The project was funded through a Community Development Block Grant in the Neighborhood Revitalization category along with the contribution of City funds. Services provided by **MITTAUER & ASSOCIATES, INC.** included grant assistance, design, surveying, permitting, construction administration, and resident observation.





SECTION 4 – REPRESENTATIVE PROJECTS

Project Title: CDBG 12 NR Street & Drainage Improvements
Client: Town of Bell, Florida
Project Location: Bell, Gilchrist County, Florida
Completion Date: October 2014
Project Cost: \$600,000
M&A Project No.: 0804-03-1

The CDBG 12 NR Street & Drainage Improvements project for the Town of Bell consisted of the installation of approximately 2,500 LF of asphalt pavement reconstruction, 4,300 LF of asphalt paving on existing dirt roads, and restoration of an existing picnic shelter including a new metal roof.

This project was funded through a Community Development Block Grant (CDBG). Services provided by **MITTAUER & ASSOCIATES, INC.** included grant assistance, design, surveying, permitting, construction administration and resident observation.





SECTION 4 – REPRESENTATIVE PROJECTS

Project Title: CDBG 13 NR Skyline Drainage Improvements
Client: Town of Lady Lake, Florida
Project Location: Lady Lake, Lake County, Florida
Completion Date: August 2014
Project Cost: \$650,000
M&A Project No.: 9514-18-1

The CDBG 13 NR Skyline Drainage Improvements project for the Town of Lady Lake consisted of the demolition of an existing concrete swale that was an aesthetic issue within the residential neighborhood and constructed an underground stormwater system to replace it. In addition, a new concrete sidewalk and concrete driveways were constructed throughout the project corridor. The project included utility coordination and relocations associated with water systems, overhead power, overhead telephone, and buried telephone. In total, the project included construction of approximately 3,800 LF of 15", 18", 24", 30", 36", and/or elliptical equivalent storm sewer piping, 35 ditch bottom inlets, nine (9) stormwater manholes, earthwork, removal of existing concrete ditch paving, driveway removal and replacement, concrete sidewalk, and all necessary restoration.

The project was funded through a Community Development Block Grant in the Neighborhood Revitalization Category. Services provided by **MITTAUER & ASSOCIATES, INC.** included grant assistance, design, surveying, permitting, construction administration, and resident observation.





SECTION 4 – REPRESENTATIVE PROJECTS

Project Title: CDBG-ED Beck/Sloan Properties Infrastructure Improvements
Client: Putnam County
Project Location: Putnam County, Florida
Completion Date: February 2012
Project Cost: \$750,000
M&A Project No.: 9803-03-1



This CDBG Economic Development funded project involved infrastructure improvement for properties within Putnam County that are owned by Beck-Sloan Properties. The CDBG-ED Beck/Sloan Properties Infrastructure Improvements project provided reconstruction of a county road including connection to U.S. 19, repaving of Old Jacksonville Highway, as well as relocation of water, sewer and gas mains. The project refurbished an existing City pump station converting it from an above-grade vacuum primed pump system to a submersible pump station.

The project provided the infrastructure necessary to construct a new car wash facility and create up to twenty-two (22) new jobs for residents of Putnam County.

MITTAUER & ASSOCIATES, INC. provided grant funding assistance, topographic surveying, engineering design, permitting, bidding, construction administration and onsite observation services.



MITTAUER & ASSOCIATES, INC.
CONSULTING ENGINEERS &
PROJECT FUNDING SPECIALISTS



SECTION 4 – REPRESENTATIVE PROJECTS

Project Title: FDOT SCOP FY 15 Strickland Road Paving
Client: Town of Bell, Florida
Project Location: Bell, Gilchrist County, Florida
Completion Date: June 2017
Project Cost: \$126,433
M&A Project No.: 0804-04-1

This FDOT SCOP Roadway Improvements project consisted of the construction of approximately 1,200 linear feet of a two-lane, rural, local road with an asphalt section on an existing dirt section. Construction includes curb and gutter, ditch bottom inlets, crossing culvert and restoration.

Services provided by **MITTAUER & ASSOCIATES, INC.** included civil engineering design, grant assistance, permitting, bidding, and post-design services.



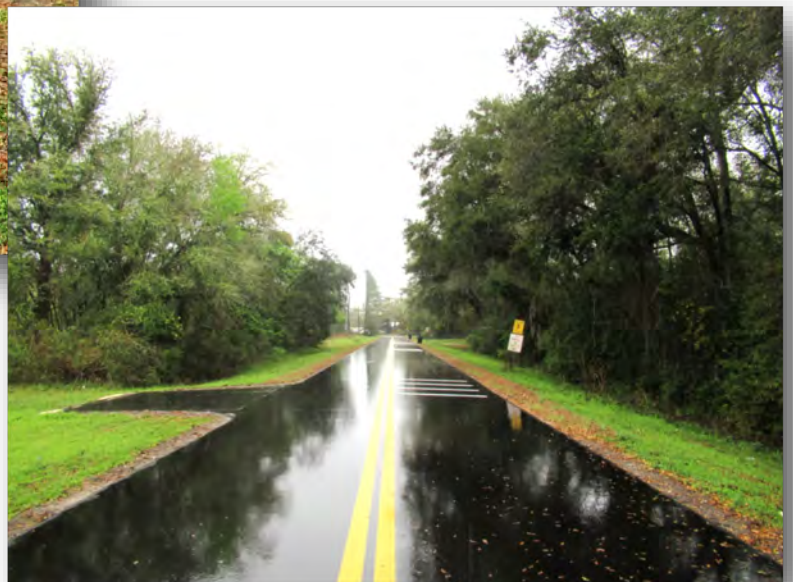


SECTION 4 – REPRESENTATIVE PROJECTS

Project Title: FDOT SCOP FY 18 Picnic Street Resurfacing
Client: Town of Bronson, Florida
Project Location: Bronson, Levy County, Florida
Completion Date: March 2019
Project Cost: \$347,862
M&A Project No.: 0901-11-1

This FDOT SCOP Roadway Improvements project consisted reworking approximately 8,800 square yards of existing asphalt pavement into the existing base and overlay with 1.5” of asphalt pavement, 1,300 square yards of asphalt milling with 1.5” of asphalt overlay, striping improvements and other associated improvements

Services provided by **MITTAUER & ASSOCIATES, INC.** included civil engineering design, grant assistance, permitting, bidding, and post-design services.



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PROJECT FUNDING SPECIALISTS



SECTION 4 – REPRESENTATIVE PROJECTS

Project Title: Street Resurfacing & Utility Program, Phases I & II
Client: City of Cedar Key
Project Location: Cedar Key, Levy County, Florida
Completion Date: October 2012
Project Cost: \$4,543,500
M&A Project No.: 0605-08-1

The Cedar Key Street Resurfacing & Utility Program, Phases I & II project the involved the resurfacing and/or rebuilding of all roads within the City of Cedar Key and the replacement of approximately 8 miles of water mains, wastewater lines and reuse water lines throughout Cedar Key. It also involved stormwater improvements, miscellaneous utility rehabilitation items and sidewalk construction throughout the City. Some areas of the project required special consideration due to the historic downtown area and heritage oak trees.

Services provided by **MITTAUER & ASSOCIATES, INC.** included engineering design, surveying, permitting, construction administration, and resident observation. The project was completed on schedule and under budget.





SECTION 4 – REPRESENTATIVE PROJECTS

Project Title:	NCSB East Nassau DSAP School Access Road
Client:	Nassau County School Board
Project Location:	Nassau County, Florida
Completion Date:	August 2017
Project Cost:	\$4,000,000
M&A Project No.:	0506-07-1

The East Nassau DSAP School Access Road project for the Nassau County School Board will construct 0.85 miles of paved 2-lane County roadway. The project is a complex private/public partnership that combines the resources of a County School Board, Private Developer and County Government in approval and payment of the end product. The roadway section will include 12-foot wide lanes without shoulders, left and right turn lanes, cast-in-place concrete retaining walls, sidewalk, multi-use path, on-street parking, and a modified open drainage system. The system provides shallow swales feeding to hydraulically connected ditch bottom inlets that drain via concrete pipe to a multi-pond stormwater treatment system. The project serves a new elementary school that requires multiple utility connections. All utility extensions are designed and permitted by the project. The utilities include water, sewer, reuse water, gas, electric and telephone/data. Conduits, easements, and installation criteria shall be coordinated with each utility so that ownership is transferred upon completion and installation of construction. The road right-of-way extends through sensitive wetland areas and conservation easements. These areas are protected by cast-in-place concrete retaining walls that abut each area. Services provided by **MITTAUER & ASSOCIATES, INC.** included planning and coordination, engineering design, permitting, construction bidding, and construction administration.





SECTION 5

MANAGEMENT AND STAFFING



SECTION 5 – MANAGEMENT & STAFFING

MITTAUER & ASSOCIATES, INC.'S approach to serving our clients is to provide our professional services as an extension to the Client's staff. To accomplish this we begin by first understanding the clients' needs, financial limitations, commitments, and goals. Building from this base, we feel we can better recommend approaches and shape projects to appropriately meet their needs.

We propose to assign our senior personnel to the City's project as outlined in our Organizational Chart. We propose to offer the following Project Team line-up:

- Michael P. Tibble, P.E., Senior Project Director for City of Polk City
- Kellen A. Lindsey, P.E., Senior Project Manager
- Curtis Gentile, P.E., Senior Project Manager
- Jarrod P. Petrohovich, Project Engineer
- Greg D. Lang, VP Community Development
- Robert E. Wellington, Senior Project Representative

The Project Team would be supported by Joseph A. Mittauer, P.E., Timothy P. Norman, P.E., and Jason R. Shepler, P.E., who would provide design, permitting, bidding, and construction administration assistance as well as quality assurance and quality control review.

Mr. Tibble's existing work load and that of the other team members would allow them to devote priority to the execution of the City of Polk City's project

We believe the proposed Project Team offers a wealth of experience and engineering expertise. Our staff of seven registered engineers, two project engineers, four engineering designers, four resident observers, one surveying technician, one vice president of community development, and four administrative persons will be dedicated to ensuring the quality of the City of Polk City's CDBG project and other grant projects as they develop.

Our company organizational chart and key staff member resumes are detailed on the following pages.

Team Highlights

- We serve **50** Florida communities on a continuing contract basis.
- **500** years of combined engineering services.
- Michael P. Tibble, P.E. would be the PM assigned to work with the City of Polk City.
- We have 7 registered PE's with 25 total staff members.
- Each staff member has been with the company for an average of 12 years.
- **Over 1,600** completed water, wastewater, civil, stormwater, structural and recreational projects.



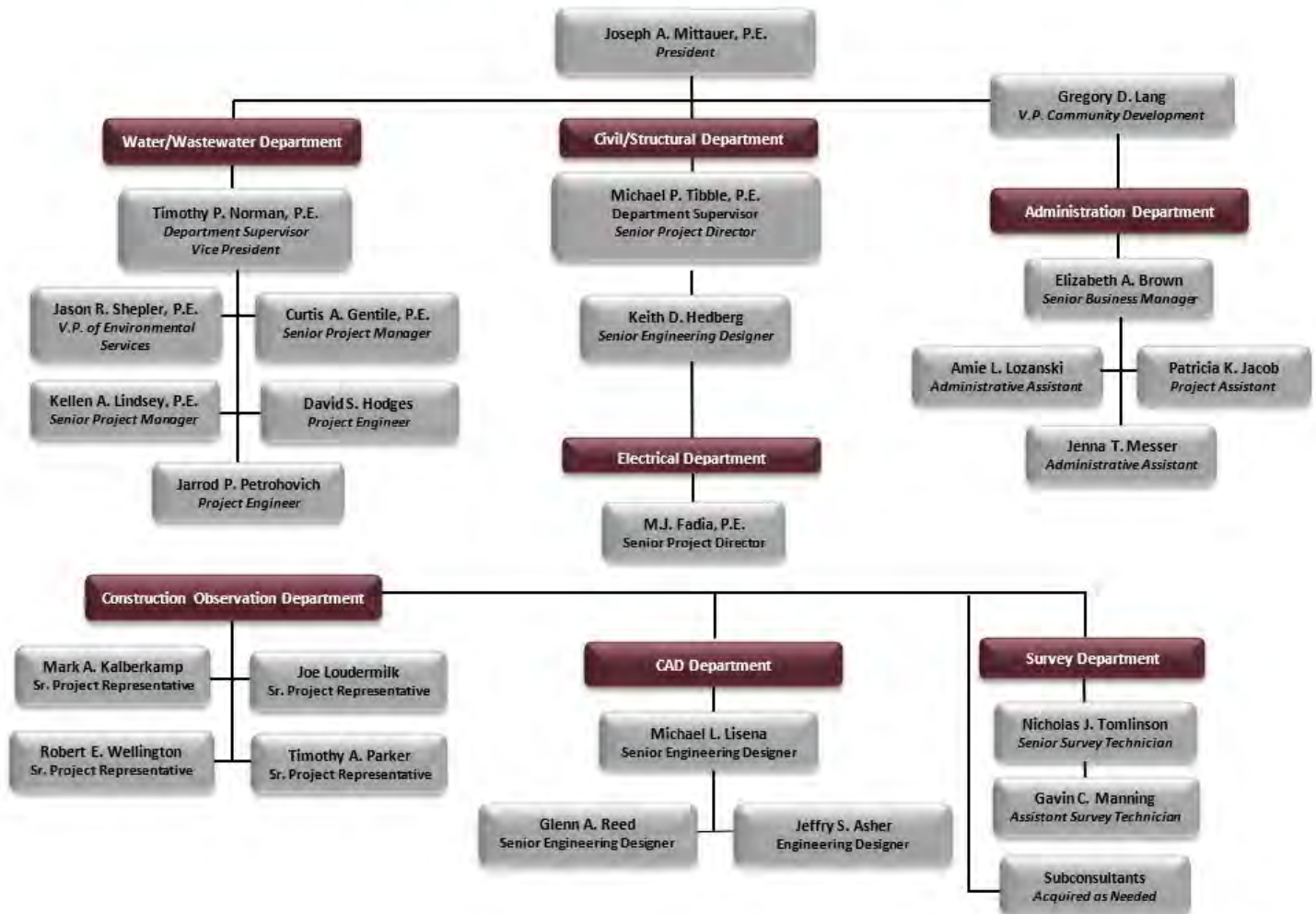


SECTION 5 – MANAGEMENT & STAFFING

If selected to serve the City of Polk City, all of our planning, engineering design, permitting, and construction administration services would be performed at our corporate office located at 580-1 Wells Road, Orange Park, Florida 32073.

Thank you for considering our team.

Company Organizational Chart





SECTION 5 – MANAGEMENT & STAFFING

Joseph A. Mittauer, P.E., President

Education: University of Florida, BSCE - 1976
University of Florida
TREEO Continuing Education

Registration: Professional Engineer, (P.E.) Florida-1981
Georgia-1990, South Carolina-1990
Kentucky-1991, Alabama-1992
Mississippi-2002

Years Experience with Firm: 31 Years

Total Years Experience: 44 Years

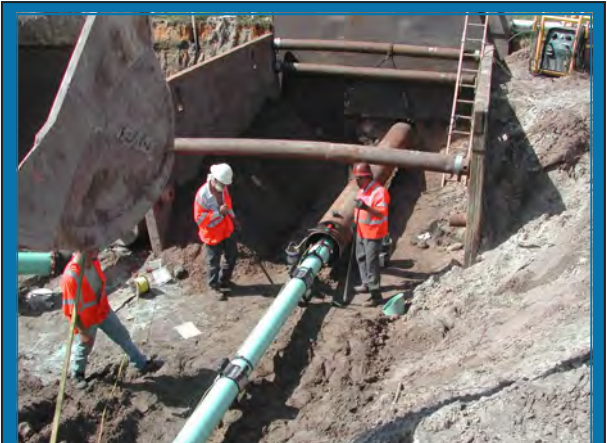


Mr. Joseph A. Mittauer, P.E. is a uniquely qualified engineer. He has 44 years of experience in water/wastewater design, structural design, environmental design and material handling design. He also has extensive experience with grants and low interest loan funding as well as permitting and construction administration. As President and Principal-In-Charge of **MITTAUER & ASSOCIATES, INC.**, Mr. Mittauer has been actively involved in all of the firm's projects. Currently he is working on the following grant funded projects:

design and material handling design. He also has extensive experience with grants and low interest loan funding as well as permitting and construction administration. As President and Principal-In-Charge of **MITTAUER & ASSOCIATES, INC.**, Mr. Mittauer has been actively involved in all of the firm's projects. Currently he is working on the following grant funded projects:

- Fanning Springs RD Wastewater Collection System Extensions (Master Plan)
- Fanning Springs CDBG 14 NR Wastewater Collection System Extension (Phase II Extensions)
- Fanning Springs Wastewater Collection System Extension, Phase II SA1-4 & Phase III SA 10
- Coleman CDBG 13 NR WTP Improvements
- Jennings DEP SRF I/I Correction
- Valparaiso CDBG 14 NR Wastewater Lift Station Rehabilitation
- White Springs DEP SRF I/I Correction
- Yankeetown CDBG Water Main Replacements
- Zellwood Water Users, Inc. RD Water System Improvements

Prior to opening **MITTAUER & ASSOCIATES, INC.**, Mr. Mittauer was Lead Design Engineer for the Jacksonville Buckman Street Wastewater Treatment Plant Expansion (35 MGD to 52.5 MGD) and the expansion and improvements to the Sarasota Wastewater Treatment Plant (9 MGD to 13 MGD).



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SECTION 5 – MANAGEMENT & STAFFING

Michael P. Tibble, P.E., Senior Project Director

Education: University of Central Florida, BSCE - 1994
University of Central Florida, BSME - 1992

Registration: Professional Engineer, Florida-2000

Years Experience with Firm: 24 Years

Total Years Experience: 26 Years



Mr. Tibble serves as the firm's lead civil site design engineer and structural engineer. He has more than 26 years of experience in funding assistance, civil site design, and structural engineering. He has performed the civil and structural design of water plants, wastewater treatment

plants, schools, churches, libraries, medical offices and business complexes. Mr. Tibble also performs civil engineering design for municipal drainage and stormwater projects as well as commercial and industrial site design. Recently Mr. Tibble has been responsible for all or part of the design and construction administration of the following projects:

- Crescent City FDOT SCOP Walnut Street Improvements
- Mount Dora CDBG 17 NR Water Main & Stormwater Improvements, Design & Permitting Phase
- Bell CDBG NR Paving & Drainage Improvements
- Gilchrist County Records Storage Building
- Lawtey CDBG WTP Expansion
- Nassau County School Board ENCPA DSAP School Access Road (Wildlight Blvd.)
- Nassau County School Board Callahan Elementary School Site Improvements
- Nassau County School Board Wildlight Elementary School (Civil)
- Mount Dora US441 Widening Utility Relocations (In-Design)

All the civil design projects required review and permitting by federal, state and local agencies including wetland mitigation. Each project included a full range of construction administration services such as chairing progress meetings, processing pay requests, preparing change orders and reviewing shop drawings.





SECTION 5 – MANAGEMENT & STAFFING

Kellen A. Lindsey, P.E., Senior Project Manager

Education: University of Florida
BSCE - 2009; MSISE—2014; and MBA—2015
Registration: Professional Engineer, Florida, 2014
Years Experience with Firm: 11 Years
Total Years Experience: 12 Years



Mr. Lindsey joined **MITTAUER & ASSOCIATES, INC.** in 2009. He has been actively involved in planning, engineering design, grant funding, and permitting on many grant-funded projects, such as:

- Callahan Lift Station Replacements
- Hilliard RD WTP & WWTP Expansion 2009
- Trenton WTP Improvements
- Waldo RD Wastewater System Improvements
- Interlachen, FDOT SCOP North Francis Street & McGill Street Paving
- Interlachen CDBG Water Main Extensions and Street Paving
- Interlachen, CDBG 13 NR Water System Improvements
- Baldwin DEP SRF Brandy Branch Effluent Disposal System
- Branford CDBG WWTP & Street Improvements
- Bunnell Pump Station No. 1 and Force Main and Paving Improvements,
- Lee DEP/CDBG Wastewater Collection & Transmission Facilities
- Zellwood Water Users, Inc. RD Water System Improvements
- Zolfo Springs RD WWTP Expansion

Prior to joining **MITTAUER & ASSOCIATES, INC.**, Mr. Lindsey worked for an international environmental engineering company performing permitting, quantity takeoffs and engineering design of drainage and roadway projects. Mr. Lindsey has an MBA from the University of Florida and holds minors in both sales engineering and business administration.



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PROJECT FUNDING SPECIALISTS



SECTION 5 – MANAGEMENT & STAFFING

Timothy P. Norman, P.E., Vice President



Education: University of Florida
BSENE - 1984
Registration: Professional Engineer, Florida, 1989
Years Experience with Firm: 26 Years
Total Years Experience: 36 Years

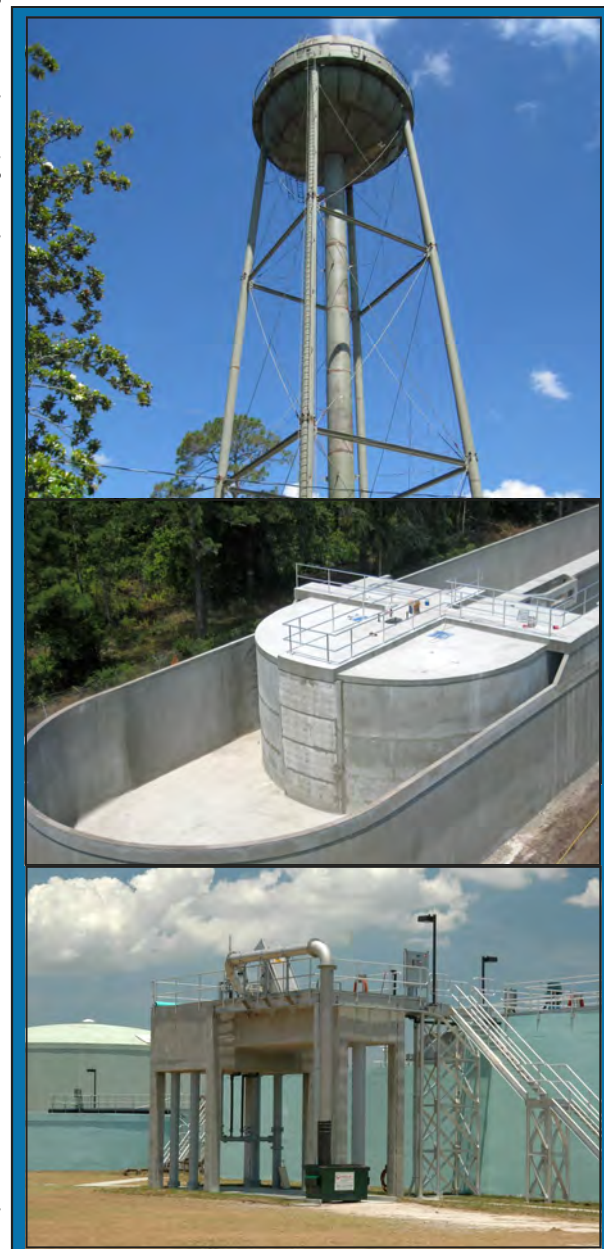
Mr. Norman has more than 36 years of experience in the design, permitting and construction of water and wastewater facilities throughout the State of Florida. Many of these projects were funded through State and Federal grants/loans. Since joining

MITTAUER & ASSOCIATES, INC.,

in January 1994, he has played a key role in the design and permitting of several water/wastewater treatment plant projects such as:

- Callahan SRF Water Main Replacement/Extensions
- Callahan 17 NR Water Main Extensions
- Hilliard RD WTP & WWTP Expansion 2009
- Hilliard Sewer System Rehabilitation
- High Springs RD Phase 4 North and Additions
- High Springs SRWMD Camp Kulaqua Pump Station & Force Main
- High Springs Sewer Extensions, Phase A1
- High Springs FDEP-SRWMD Springs Infiltrative Wetlands
- Hawthorne CDBG 15 ED Love's Travel Stop
- Webster CDBG 18 NR North WTP Improvements
- Waldo CDBG 18 NR Water Main Replacements
- Waldo RD Wastewater System Improvements & Wastewater Interconnect with Gainesville Regional Utilities
- Waldo SRWMD Cost Share—Lift Station Rehabilitation
- Waldo LP Wastewater Collection Sys. Eval. & Rehab.
- Cedar Key RD/SRF WTP Improvements
- Glen St. Mary CDBG Northside Gravity Sewer Extensions
- Interlachen CDBG Water Main Extensions & Street Paving
- Monticello RD WWTP Replacement

Mr. Norman has performed construction administration services for numerous water and sewer projects. These services have included shop drawing review, processing of pay requests, change orders and inspections. He also has extensive experience in permitting (DEP, EPA, WMD, DOT, DNR, and COE), cost estimation and the preparation of O&M manuals.



MITTAUER
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CONSULTING ENGINEERS &
PROJECT FUNDING SPECIALISTS



SECTION 5 – MANAGEMENT & STAFFING

Jason R. Shepler, P.E., Vice President of Environmental Services

Education: University of Florida
BSEE - 1997

Registration: Professional Engineer, Florida, 2002

Years Experience with Firm: 15 Years

Total Years Experience: 23 Years



Mr. Shepler has 23 years of experience in funding assistance, project design, permitting, management and development in the environmental engineering areas of: domestic wastewater, potable water, reclaimed water, stormwater

systems, and permitting for each respective field as well as land development and site development. His experience has included complete water, wastewater, and reclaimed water treatment facilities as well as lift station rehabilitation projects for small and large utilities. Mr. Shepler has designed and managed numerous water/wastewater projects such as:

- Trenton SRF Water Main Replacement
- Trenton CDBG 16 NR Lift Station Rehabilitation
- Trenton SCOP FY 18/19 NE Lancaster St. & 5th Terrace Reconstruction
- Trenton CDBG 07 NR Water Treatment Plant Improvements
- Crescent City SPAP Watermain Replacement
- Crescent City CDBG Stormwater Improvements
- Crescent City SJRWMD Crescent Lake Improvements
- Green Cove Springs CDBG South WWTP Improvements
- Green Cove Springs Harbor Road Well No. 2
- Green Cove Springs Harbor Road Water Treatment Plant Expansion

Mr. Shepler's management and design capabilities include oversight and completion of designs for wastewater collection, transmission, and treatment facilities; reclaimed water delivery systems; utility corridors; potable water distribution and treatment systems; stormwater collection and treatment facilities; and site development projects.





SECTION 5 – MANAGEMENT & STAFFING



Curtis A. Gentile, P.E., Senior Project Manager

Education: University of Missouri, BSCE - 1981

Years Experience with Firm: 1 Year

Total Years Experience: 20 Years

Mr. Gentile joined **MITTAUER & ASSOCIATES, INC.** in 2019. He has been actively involved in research, analysis, and report writing as well as wastewater collection and treatment design on several projects such as:

- CCUA Mid-Clay Wastewater Treatment Facility Phase II Expansion
- High Springs SRWMD Wastewater Treatment Facility Expansion
- High Springs FDEP/SRWMD Springs Infiltrative Wetlands
- Trenton CDBG 19 NR Water Treatment Facility and Wastewater Treatment Facility Improvements

Prior to joining **MITTAUER & ASSOCIATES, INC.**, Mr. Gentile was involved in substantial water and wastewater infrastructure projects acting as project manager, design engineer, equipment supplier, contractor, and owner's representative. His varied hands-on work history provides him a unique perspective and advantage in managing all aspects of project delivery. Mr. Gentile has 20 years of project management experience and has been involved with numerous water & wastewater projects prior to his tenure with **MITTAUER & ASSOCIATES, INC.** that involved quality assurance and quality control compliance, commercial construction, infrastructure design, wastewater collection design, transmission, treatment facilities, shop drawing review, processing pay requests and change orders. Mr. Gentile also has working knowledge of WaterCAD, SewerCAD, and AutoCAD.





SECTION 5 – MANAGEMENT & STAFFING

Gregory D. Lang, Vice President of Community Development



Education: Fellow with the University of Florida
Natural Resources Leadership Institute
Certifications: FL Certified Building Contractors License
Years Experience with Firm: 10 Years
Total Years Experience: 33 Years

Mr. Lang serves as the firm's Vice President of Community Development. Mr. Lang specializes in construction management,

grant funding/low interest loan procurement and community development. He has an extensive background in construction administration and previously served as Director of the Community Redevelopment Agency for the City of Cedar Key in Levy County, Florida.

Mr. Lang brings over 33 years of experience in project funding and all phases of project management from concept through completion, construction and construction administration as well as municipal and special district project finance and project management.

Mr. Lang has a passion for listening to and understanding the client's project goals as well as larger stakeholder and community wide goals, and he strives to effectively communicate those goals throughout the process in a collaborative and effective manner.





SECTION 5 – MANAGEMENT & STAFFING



Jarrod P. Petrohovich, Project Engineer

Education: University of Florida
BSEE - 2017

Years Experience with Firm: 3 Years

Total Years Experience: 3 Years

Mr. Petrohovich joined **MITTAUER & ASSOCIATES, INC.** in 2017. He has been actively involved in WaterCAD modeling, research and analysis, report writing, wastewater collection and treatment design, and permitting on many grant-funded projects, such as:

- Callahan CDBG 17 NR Water Main Extensions
- CCUA Meadowbrook & Ravines Water Treatment Plant Improvements
- Green Cove Springs DEP SRF Cypress Ave. Force Main Extension & Pump Station 2 Rehabilitation
- Green Cove Springs DEP SRF Harbor Road Wastewater Treatment Facility Expansion
- Green Cove Springs Water System Master Plans
- Starke RD PER & ER for Wastewater Treatment Disposal
- Waldo LP Wastewater Collection System Evaluation & Rehabilitation

Prior to joining **MITTAUER & ASSOCIATES, INC.**, Mr. Petrohovich worked and studied in the Gainesville Solid Waste Management Research Lab while attending University of Florida. In addition to extensive experience working on potable water and wastewater treatment plant design, groundwater remediation, and GIS technology, he also holds a minor in business administration.





APPENDICES

**FLORIDA STATE BOARD
of
PROFESSIONAL ENGINEERS**

CERTIFICATE No. EB-0006569

CERTIFICATE OF AUTHORIZATION PERMITTING INDIVIDUAL REGISTERED PROFESSIONAL ENGINEERS TO OFFER PROFESSIONAL SERVICES TO THE PUBLIC THROUGH A CORPORATION, PARTNERSHIP FICTITIOUS NAME OR ASSOCIATION.

WHEREAS MITTAUER & ASSOCIATES, INC.

HAS MET THE REQUIREMENT OF CHAPTER 471.023, FLORIDA STATUTES,

FLORIDA STATE BOARD OF PROFESSIONAL ENGINEERS

AUTHORIZES THE SAID CORPORATION

TO OFFER TO THE PUBLIC PROFESSIONAL ENGINEERING

SERVICES OF THE FOLLOWING LISTED INDIVIDUALS:

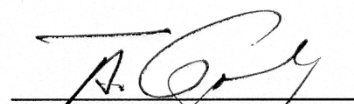
JOSEPH A. MITTAUER

#PE0023111

IN TESTIMONY WHEREOF, WITNESS THE SIGNATURE OF THE EXECUTIVE DIRECTOR UNDER

SEAL OF THE BOARD THIS 22ND DAY OF APRIL 1993




Executive Director



Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

MITTAUER & ASSOCIATES, INC.

580-1 WELLS ROAD
ORANGE PARK FL 32073

LICENSE NUMBER: CA6569

EXPIRATION DATE: FEBRUARY 28, 2021

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Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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MITTAUER, JOSEPH ANTON

580-1 WELLS ROAD
ORANGE PARK FL 32073

LICENSE NUMBER: PE23111

EXPIRATION DATE: FEBRUARY 28, 2021

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Ron DeSantis, Governor



STATE OF FLORIDA

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NORMAN, TIMOTHY PAUL

2489 SHALIMAR LANE
ORANGE PARK FL 32073

LICENSE NUMBER: PE41128

EXPIRATION DATE: FEBRUARY 28, 2021

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SHEPLER, JASON ROBERT

11655 LOIS CROSS DRIVE
JACKSONVILLE FL 32258

LICENSE NUMBER: PE58760

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TIBBLE, MICHAEL P.

4354 DAVINCI AVENUE
JACKSONVILLE FL 32210

LICENSE NUMBER: PE55352

EXPIRATION DATE: FEBRUARY 28, 2021

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Ron DeSantis, Governor

Halsey Beshears, Secretary

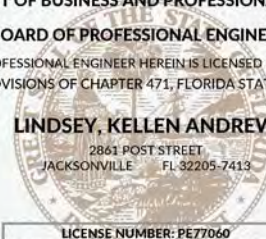


STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES



LINDSEY, KELLEN ANDREW

2841 POST STREET
JACKSONVILLE FL 32205-7413

LICENSE NUMBER: PE77060

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GENTILE, CURTIS A.

1446 STANFORD ROAD
GULF BREEZE FL 32563

LICENSE NUMBER: PE30765

EXPIRATION DATE: FEBRUARY 28, 2021

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Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL ENGINEERS

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FADIA, MADANMOHAN J

2744 CLAIRE LN
JACKSONVILLE FL 322236554

LICENSE NUMBER: PE22043

EXPIRATION DATE: FEBRUARY 28, 2021

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State of Florida

Department of State

I certify from the records of this office that MITTAUER & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on July 1, 1992.

The document number of this corporation is V48346.

I further certify that said corporation has paid all fees due this office through December 31, 2019, that its most recent annual report/uniform business report was filed on January 23, 2019, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-third day of January,
2019*



A. J. S.
Secretary of State

Tracking Number: 0809228152CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the City of Polk City, Florida
by Joseph Mittauer, President
[print individual's name and title]
for Mittauer & Associates, Inc.
[print name of entity submitting sworn statement]

whose business address is:

580-1 Wells Road
Orange Park, Florida 32073

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-3134981

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [indicate which statement applies.]

- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

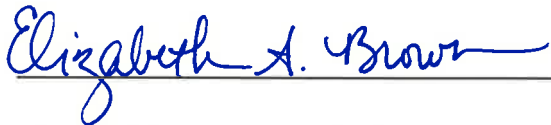
I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.


[signature]

Sworn to and subscribed before me this 31st day of January, 2020.

Personally known

OR Produced identification



Notary Public - State of Florida

My commission expires July 30, 2023

Elizabeth A. Brown
(Printed typed or stamped
commissioned name of notary public)



**NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG345845
Expires 7/30/2023**

City of Polk City

Grant Projects Engineering, Design and
Construction Inspection Services



Date: January 31, 2020
Time: 4:00 p.m.
Copy



2000 E. Edgewood Drive
Suite 215
Lakeland, Florida 33803
phone: 863.667.2345
web: www.woodplc.com

January 31, 2020

City of Polk City
Attention: Patricia Jackson, City Manager
123 Broadway Boulevard SE
Polk City, Florida 33868

Re: Grant Projects Engineering, Design and Construction Inspection Services

Dear Ms. Jackson and Selection Committee Members:

Wood Environment & Infrastructure Solutions, Inc. (Wood) is very pleased to submit our proposal to the City of Polk City to provide engineering services for the City's Community Development Block Grant (CDBG) Neighborhood Revitalization projects. We have provided engineering services on CDBG projects for numerous small towns and cities throughout Florida and have worked alongside of their staff and different grant administrators to provide quality constructed projects.

Project Team: Wood's Project Team offers the City of Polk City a broad and comprehensive group of experts with a variety of technical backgrounds. In this manner, Wood can provide full support with the capacity to handle any task required on this contract, including surveying, testing, design, cost estimating, permitting, construction administration, resident observation, and any other similar service. We are experienced in the engineering and management of projects involving water, sewer, roads, sidewalks, and streetscapes. The Wood team established for this project is fully committed to supporting the City of Polk City.

Why select Wood? The knowledge and capabilities of our staff translate into quality work products for the City of Polk City. As you review our proposal, please consider the following key points:

- Knowledge of state and federal regulations governing the CDBG programs
- Extensive successful experience with CDBG funded projects
- Corporate/personal commitment and accountability
- Demonstrated responsiveness
- Ability to satisfy budget and schedule requirements
- Rapport with regional, state, and federal regulatory and funding agencies
- Unique blend of team qualifications and expertise

Our experience includes the exact services required by the City of Polk City and will serve to save the City and its residents time and money with reduced start-up time, efficient review of plans and construction activities, expedited permitting, and quality deliverables. We are excited about the opportunity to support the City's engineering needs and would be more than pleased to speak with you further regarding our proposal.

Sincerely,

Michael Phelps, PE
Principal-in-Charge
863.667.2345 (office)
mike.phelps@woodplc.com

Mark J. Frederick, PE, CFM, ENV SP
Project Manager
863.667.2345 (office)
mark.frederick@woodplc.com



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City of Polk City

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“They show honesty and integrity in their interactions with County staff. They provide timely updates, work products/deliverables, and invoices. They adhere to the budget and seek out strategies to save the County money. They carry out their work seamlessly and conduct themselves in a professional manner. The County has been fortunate to procure the services of (Wood).”

Wendy Grimes
Hillsborough County Public Works
Department



Tab 1

Knowledge of State and Federal Regulations
Governing the CDBG Program as well as
Other Grant Programs

Knowledge of State and Federal Regulations Governing the CDBG Program as well as Other Grant Programs



Wood is proud to have worked with municipalities throughout Florida for decades in implementing projects funded under the Community Development Block Grant (CDBG) program.

Our CDBG project experience includes all types of projects such as stormwater retrofits and drainage solutions, sewer and water line extensions, water quality concerns, downtown improvements and neighborhood revitalization, infrastructure redevelopment and master plans, multi-functional stormwater facilities, and parks and recreational facilities. As a result of this tremendous experience during a 30-year period, our knowledge of the CDBG program and the associated requirements is complete and holistic.

The CDBG program provides flexible funding to carry out a wide range of community development activities directed toward neighborhood revitalization, economic development, and improved community facilities/services. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. All CDBG-funded activities must meet one of the following national objectives: (1) benefit low- and moderate-income persons; (2) aid in the prevention or elimination of slums and blight; or (3) meet certain community development needs having a particular urgency.

The CDBG program provides annual grants on a formula basis to 1209 general units of local government and States. This is a competitive grant program that awards funds to units of local government in small urban and rural areas. Florida receives between 18 and 26 million dollars annually from HUD to award subgrants to eligible units of local government. The program provides an excellent opportunity for communities to obtain funds for projects that they cannot otherwise afford. CDBG funds can also provide administrative support for local governments that may not have the staffing resources necessary to administer their projects.

The program focuses on the following four funding categories:

- Commercial revitalization
- Economic development
- Housing rehabilitation
- Neighborhood revitalization

Examples of CDBG-funded projects include:

- Water and sewer improvements
- Rehabilitation of substandard housing
- Street and sidewalk improvements
- Economic development activities that create jobs for low- and moderate-income people
- Downtown revitalization, including facade improvements,

- streetscaping, and underground utilities
- Park facilities and community centers
- Drainage/stormwater improvements

The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. CDBG is an important tool for helping local governments tackle serious challenges facing their communities. The CDBG program has made a difference in the lives of millions of people and their communities across the nation and Wood enjoys the opportunity to support CDBG projects in our communities.

As a result of our knowledge of CDBG and the regulations governing the grant program, we have been able to expand upon our client's planned projects several times, including a similar project in Lake Wales that required the reduction of flooding. Wood created a design that resulted in the design and construction figures coming in below the grant amount. Upon the grant manager's request for expansion of the project, Wood was able to quickly add an additional water quality aspect to the project to further protect the receiving lake while keeping the CDBG process moving along to all parties' satisfaction. This is not a unique situation and we are proud to have several CDBG projects expand as a result of the efficient approach we took to resolving straight-forward drainage problems.





Tab 2

Experience with CDBG Funded Projects

Experience with CDBG Funded Projects



The Wood project team has the experience and unique capabilities to provide all areas needed for successfully completing this assignment.

The City of Polk City requires a firm having a broad spectrum of disciplines and a specific expertise in roadway design, stormwater design, permitting and construction. In addition, the City will require the services of a firm experienced in working within CDBG guidelines and requirements. We have specifically assembled a team having a local understanding combined with extensive and recent stormwater-related engineering experience. Our working knowledge of CDBG funded projects will provide additional benefits to the City in that we know and understand the format and type of information required to satisfy all grant requirements, such as scheduling, signage, project costing, budget and task tracking, public noticing, public involvement, and status reporting. We will work with your grant administrator to obtain any required easements, the review of and certifying of contractor pay applications, as well as public meetings.

Technical areas of expertise provided by the Wood team which may be required to successfully and efficiently support the City of Polk City include:

Stormwater Management

Wood is recognized around the state for having the experience and qualifications necessary to efficiently and effectively plan, design, and implement stormwater projects for both public and private entities. We have completed all aspects of very large regional projects from concept design through as-built certification, including post construction monitoring. We are recognized as a pioneer in the stormwater management arena and have the unique ability to seamlessly accommodate both the science and engineering aspects of stormwater and receiving waterbody quality dynamics and the associated restoration requirements. Our watershed experts utilize low impact development (LID) techniques, which bring together elements of drainage science, ecology, and the realization that traditional drainage solutions often transfer problems further downstream, negatively impacting the environment and water resources. Our stormwater expertise includes projects related to Clean Water Act initiatives, such as compliance services for National Pollutant Discharge Elimination System (NPDES) and municipal separate storm sewer systems (MS4s). Our stormwater managers have more than 30 years of NPDES experience from concept and design to construction and inspection. Our design approach includes finding conceptual locations for the most cost-effective and appropriate stormwater best management practices (BMPs) location. We are also cognizant of the impact of nitrates from stormwater leaching into the groundwater systems and are involved in advanced BMPs which use enhanced denitrification processes to protect downgradient

springs and receiving waters. Effective BMPs can be built in an aesthetically pleasing manner to blend in with and enhance the community and surrounding land, whether in a natural setting or a developed community. Wood has Leadership in Energy and Environmental Design (LEED) Accredited Professional (AP) designers and is a member of the Green Building Council. From concept to construction to maintenance, our designs are cost effective and easy to maintain while accomplishing project goals.

Civil Engineering

Wood has extensive experience with site and land development engineering and have completed numerous award-winning projects involving municipal facilities. Our team members are well versed in local, regional, and state development requirements and understand how to assess the impact of these requirements on proposed development projects. Projects are designed to be citizen friendly, to complement the overall vision of the community, and to satisfy the requirements of the stakeholders.

Wood's development experience includes residential, commercial, industrial, single-family subdivisions, multi-million-dollar industrial parks, revitalization efforts for both urban and rural areas, parks and recreational facilities, and streetscape projects. Wood's ability to seamlessly integrate science and engineering through our capable in-house staff allows us to service all facets of land and site development, including infrastructure design, stormwater management and drainage design, transportation engineering, geotechnical engineering, wetland delineation and mitigation, permitting, GIS support services, construction engineering inspection and administration, reviewing site plans prepared by others, and preparing backup calculations and permit applications. Our professionals work closely with community groups in developing design plans which focus on providing the highest quality outcomes within the allocated budget, all while maintaining the integrity of surrounding natural features.

Water Resources

Wood provides a wide range of water resources-related engineering and earth sciences services that span from planning and diagnostics to design and full project implementation. Wood is renowned for our world-class modeling capabilities as well as our expertise in the key discipline areas of Total Maximum Daily Load (TMDL) and Basin Management Action Plan (BMAP) development, minimum flows and levels (MFL), numeric nutrient criteria (NNC) support services, and nutrient management planning. Our firm has assisted with the development of comprehensive water management programs (WMPs) and performed vital watershed management work within 16 of Florida's 29 major watersheds. Statewide, we have been involved in various watershed-related modeling and management projects representing nearly 30 percent of Florida's land mass. Our WMPs address water quality assessments, flood hazard mitigation, and the stream



stabilization and restoration aspects of flood-prone areas. **Our professionals were among the first in the industry to offer solutions which successfully integrated the science and engineering aspects of watershed management.** Our stormwater project teams are comprised of both engineers and scientists who combine the principles of drainage science and ecology to ensure stormwater is handled in an environmentally friendly and beneficial manner.

Geotechnical Engineering

Wood's Geotechnical Engineering group is comprised of well qualified geotechnical engineers, geologists, and technicians. We develop creative solutions to complex geotechnical situations in addition to completing more traditional geotechnical services. Our staff members include experienced engineers, geologists, hydrogeologists, scientists, and technicians with unprecedented expertise in the areas of roadway and dam design, construction, inspection, certification, and safety. Our expertise also includes dam siting, feasibility studies, and geological hazards. We focus on using innovative technologies to provide practical, cost-effective investigation, design, and oversight in numerous areas.

Ecological/Permitting

Wood is committed to consistently remaining at the forefront of research efforts, methodology development, and the implementation of processes and tools to help ensure sustainable and flourishing ecosystems for future generations. We were the first firm in Florida to complete a whole lake restoration project nearly 30 years ago and have worked on more than 15 waterbody restoration projects in recent years. We continue to play a critical role in assisting with restoration efforts for the rarest of ecosystems, the Florida Everglades, through our ongoing leadership and involvement with various Comprehensive Everglades Restoration Project (CERP) initiatives.

Wood maintains an excellent rapport with the regulatory agencies having jurisdiction in Florida, and most of the review agencies and utility owners throughout the state, including Florida Department of Environmental Protection

(FDEP), Florida Department of Transportation (FDOT), Southwest Florida Water Management District (SWFWMD), Florida Department of Health (FDOH), various utility owners, local jurisdictional agencies, CSX Railroad, U.S. Coast Guard (USCG), U.S. Army Corps of Engineers (USACE), Environmental Protection Agency (EPA), and others. The relationships we have built with the various agency decision makers has helped us resolve challenges and expedite permit approvals. Wood's staff of engineers and scientists thoroughly understand the rules and associated basis of review that governs civil and environmental activities in Florida. It is our policy to participate with a spirit of cooperation, while simultaneously making sure decisions are made that will benefit and support our client's objectives in the long run.

Survey and Mapping

We have more than 40 years of experience providing surveying services to state, federal, and commercial clients and are recognized for our professionalism, quality of work, and innovative surveying services. From concept to construction, compliance to cost management, we are distinctly qualified to help clients meet the demands of today's complex projects. Wood has survey personnel who have a wide range of experience in delivering land surveying products including route surveys, boundary surveys, topographic surveys and mapping, geodetic control surveys, legal descriptions and sketches, right-of-way maps, high definition 3D laser scanning, construction staking, as-built surveys, and wetland delineation surveys. We also offer subsurface utility engineering (SUE) which enhances safety by identifying existing utilities and minimizing unexpected conflicts during site clean-up or repair efforts.

Construction Phase Services

Our extensive work with various state, county, municipal, and private clients has enabled us to recognize situations where special provisions are required to supplement standard specifications. Having been responsible for plan and specification quality reviews we can attest that a solid, well prepared construction plan and accompanying specification package can lead to minimal confusion and misinterpretation, which in turn results in a reduction of overall construction costs. In addition, we maintain a library of current construction cost information that allows us to develop accurate cost estimates for all project elements. Historically, our construction cost estimates fall within 5% of actual construction costs for our civil and water resource related projects. Wood works to ensure the construction of the project is accurate based on the construction drawings and intended design of the project, is in accordance with permit requirements, and is in the best interest of the surrounding environment and the client.

Our field technicians are Construction Materials Engineering Council (CMEC) and American Concrete Institute (ACI) certified for soil and concrete sampling and testing. Our technicians perform nuclear density testing, field concrete testing, preparation and site curing of concrete cylinders,



and inspection of asphalt construction. Our construction professionals have American Association for Laboratory Accreditation (A2LA) accreditation and Cement and Concrete Reference Laboratory (CCRL) certification. Services include concrete testing, steel reinforcement inspection and testing, steel precast (architectural), precast inspection (structural), foundation inspection, soils testing, and also testing and inspection of masonry, fireproofing, waterproofing, roofing, and bituminous materials.

GIS/CAD Services

Wood provides an extensive range of GIS services to commercial and government clients. The services provided include data capture, preparation, and processing services, database design and implementation, and custom program development. Wood's GIS specializations include global positioning; ecological site evaluations; eco-restoration design; groundwater, surface water, and water quality modeling; floodplain study; LiDAR terrain processing; and programming of databases and application tools. Wood uses Autodesk CAD Civil 3D to develop construction plans.

Public Meeting Facilitation Services

Wood has been involved in many projects requiring extensive public involvement, consensus building, and public education and awareness. These projects generally have a direct impact on land owners, residents, businesses, regulators, and political leaders; both from a short-term as well as a long-term standpoint. Wood has been instrumental in developing and implementing successful public outreach programs for various activities including large-scale ecological restoration projects, major rehabilitation and redevelopment projects, and large complex water resource initiatives. It is important to establish and maintain a work plan that sufficiently considers public input and concern. The public must feel that they are involved in the decision-making process and that their concerns are properly addressed.

On the following pages are project descriptions that demonstrate our extensive experience with CDBG-funded projects.

Polk County Wahneta Infrastructure Master Plan

Wood performed an infrastructure assessment of the 1,570± acre project site in the Wahneta Community including approximately 43.2 miles of roads for determining deficiencies in the existing roadway pavement, drainage systems, and pedestrian facilities, and to make recommended improvements. The evaluation included the development of a summary of all of the recommended maintenance improvements, and identifies 38 new construction projects to address the existing drainage, roadway, and pedestrian safety issues in the project area.

Wood developed mobile iPad applications in ArcGIS Collector and Survey123 for field reconnaissance and data collection. Maps and forms were used online as well as offline to inventory, describe items and take pictures. Roadway, signage, sidewalks, curb ramps, and drainage structures were collected and rated on the mobile apps to streamline and improve accuracy in the field data collection

process. Inventory geodatabases were created linking pictures with the data to perform GIS analysis and further assist with decisions and recommendations for improvements within Wahneta.

The County is using the Wahneta Master Plan to prioritize County staff for maintenance of current sidewalk issues and culvert replacement. The County is also using the Master Plan for prioritizing road resurfacing. The County completed the top priority project in 2017 involving the paving and culvert replacement on Avenue A. Wood is currently working on the design of the second project on the priority list. This project includes the design of new sidewalks on the north side of Bomber Road from Rifle Range Road to Gerber Dairy Road. The project also includes drainage improvements for the approximately 1.6 miles of both Bomber Road and Gerber Dairy Road from Rifle Range Road to the terminus of the drainage system at the Wahneta Canal at the south end of Gerber Dairy Road.

Client/Customer

Polk County Parks and Natural Resources

Client Reference

Conner Updike
 Drainage Manager
 3000 Sheffield Road
 Winter Haven, Florida
 USA 33880
 863.534.7377 (p)
 ConnerUpdike@polk-county.net

Location

Polk County, Florida

Project Duration

2016 to Ongoing

Project Value

Engineering: \$397,000

Polk County Wilson Acres Drainage Improvements

Wilson Acres is a residential subdivision east of Lake Parker in the Saddle Creek area northeast of Lakeland, Polk County. Developed in the 1970s, the area has experienced routine nuisance flooding for decades with occasional catastrophic flooding in hurricanes and other large storms. Wilson Acres and the surrounding neighborhoods drain generally eastward through existing under-sized storm sewers and roadside ditches along Saddle Creek Road to the headwaters of Saddle Creek. The area has been highly altered over the last several decades and the existing facilities are inadequate.

Properties along Saddle Creek Road (east of Wilson Acres) also experience flooding, so increasing the discharge capacity from Wilson Acres was not an option. Also the area just north of Wilson Acres, known as the "Tenoroc Property," was formerly mined and no longer drains as it historically did.

The County contacted Wood to prepare applications to receive Hazard Mitigation Grant Program applications on this and several other projects. In developing the applications, flooding analyses were performed and conceptual designs developed to reduce the flooding. Wood was able to demonstrate the flooding resulted not only from the undersized storm sewer outfall, but also because of a large contribution of stormwater from the Tenoroc property. A historic berm preventing flow from the Tenoroc property into Wilson Acres simply does not exist at this time. Wood negotiated with the Florida Fish and Wildlife to discuss reconstruction of the berm. Additionally, approximately one mile of new storm sewer is proposed to be constructed along Saddle Creek Road to increase the capacity for flood relief.

Client/Customer

Polk County Transportation Division

Client Reference

Jay Jarvis
 Roads and Drainage Director
 3000 Sheffield Road
 Winter Haven, Florida
 USA 33880
 863.535.2239 (p)
 jayjarvis@polk-county.net

Location

Lakeland, Florida

Project Duration

2018 to Ongoing

Project Value

Engineering: \$20,000 to date
 Construction: \$2 million est.

Dade City Stormwater Master Plan and Initial Capital Improvement Projects

The City of Dade City commissioned Wood to develop an update of the City's 1965 Stormwater Master Plan (SMP) so problem drainage areas can be assessed for flooding extent and conceptual capital improvement (CIP) projects could be developed. Through a cooperative agreement with SWFWMD, sufficient funding was secured to allow Wood to create a flood routing drainage model for improved estimation of flooding within the City's problem areas. Wood also incorporated into the new plan local, regional, and federal regulations. This was important since the City is a regulated MS4 under the Clean Water Act's NPDES program. Wood's vast knowledge of this far-reaching federal program and local requirements allowed for the production of an effective and implementable SMP.

Wood developed a Level of Service for the City which can be used as a rating system to compare the extent of flooding problems at different locations within the City from both a peak rate and flood stage perspective. Wood developed a flood routing model encompassing the key problem flooding areas of the City. The problem areas were analyzed under a large number of storm events from the 2.33-year/24-hour storm up to the 100-year/24-hour storm. Additionally, intense storm events of shorter duration were also considered for the downtown portion of the drainage model because downtown Dade City, with appreciable topographic relief, has flooding conditions caused by urbanization and the lack of a stormwater conveyance system. Model calibration was achieved using flooding records from both Tropical Storm Debbie and other noted storm events.

Conceptual improvements to the flood-prone areas were developed and included stormwater lift station upgrades, additional storm sewer construction, stormwater pond construction, and excavation and enhancement of impaired wetlands. Since Dade City is regulated by NPDES MS4 requirements, Wood also considered the inclusion of stormwater

quality projects to help the City document efforts to reduce stormwater pollution to the maximum extent practicable for MS4 permit compliance. This also positions the City in securing future grant funding from various agencies and partnering government agencies.

Downtown Capital Improvement Project

This project is necessary to reduce the depth and force of water experienced in the downtown district during periods of intense rainfall events. Wood was hired to provide design and permitting services for the proposed improvements. The design included storm sewer placement along key roadway sections where peak flow rates and volumes were the worst. Flood depth reductions as a result of the proposed improvements are significant in most locations. The proposed storm sewer system will discharge to an existing City pond that will be expanded for flood storage volume as well as providing water quality benefits as well. Permitting included FDOT Drainage Connection Permitting, CSX permitting, SWFWMD permitting, and permitting through the USACOE. Utilities were located and conflicts avoided to the extent possible. Design plans were finalized and delivered. The City is currently working on obtaining sufficient funding, including cooperative funding, to implement the project.

Beauchamp Avenue Drainage Improvements

This project involved expansion of an existing stormwater retention facility, closure of a flood-prone City street, and addition of passive recreation amenities. Design services included survey, design, structural design (boardwalk), permitting, utilities coordination, and coordination with the CDBG grant writer. Permitting was performed using agency "general" permits to achieve the CDBG schedule and permits were secured in a very quick manner. The project was very successful due to excellent communications and coordination between City staff, the grant writer, and Wood staff.

Client/Customer

City of Dade City

Client Reference

Leslie Porter
 City Manager
 38020 Meridian Avenue
 Dade City, Florida
 USA 33525
 352.523.5050 (p)
 lporter@dadecityfl.com

Location

Dade City, Florida

Project Duration

2011 to Ongoing

Project Value

Engineering: \$204,000
 Construction: \$15,000

Polk County Woodland Avenue Drainage Improvements

Wood was retained by Polk County to assist the Parks and Natural Resources Division with the evaluation of and solution to flooding conditions within the Woodland Avenue neighborhood near Lakeland, Florida. Extensive hydrologic and hydraulic modeling was performed and multiple alternatives considered. Once solutions were agreed upon, design drainage calculations were developed and permit applications were made through SWFWMD and USACE to permit the engineering improvements as well as the wetland impacts and proposed mitigation. Permits were obtained, construction plans developed, construction administration performed, and 12-month construction was completed in July 2012.

Construction was complicated by multiple issues including that the construction of the drainage improvements occurred during the rainy season and had to maintain conveyance availability for more than 120 acres of off-site area draining through double 6 by 4-foot box culverts directly to the construction

zone. This required coordinated phasing of work and constant communication with all stakeholders. Scheduling and coordination of work was crucial to the project's success. Extensive coordination and multiple office meetings as well as field visits with the City of Lakeland were required on utility conflicts and resolution due to contractor's failure to coordinate and notify the utilities in a timely manner. In spite of that issue, we were able to keep the project moving to a successful conclusion.

Services for the project included construction of three large, multiple-acre surge ponds (two of which serve as wetland mitigation areas), installation of more than 1,000 feet of large diameter storm sewer, reconstruction of Woodland Avenue and Audie Combee Road, construction of a 7 by 4-foot box culvert, multiple small drainage improvements along existing residential streets, and multiple ditch crossings with large diameter culverts.

City of Lakeland Central Avenue Drainage Improvements

Central Avenue is a busy residential corridor, constructed many years ago as a brick road with no storm sewer. Many utilities were installed within its right-of-way and curbs were constructed along both sides. No storm sewer or curb inlet facilities were constructed and as a result, the road routinely flooded and served as an effective open channel conveying storm water along its length. The 1800-linear-foot section south of West Highlands/West Greenwood Street constantly flooded, providing hazardous driving conditions with flooding overtopping the curbs even during small rain events.

Complicating matters were gas, water and electric utilities that paralleled the road along the western edge, while a clay sanitary sewer paralleled the east edge of pavement leading to a 36" sanitary line that was to be avoided if at all possible. The gas line in particular was newly installed and would be problematic

to relocate. Additionally, the City had recently constructed a side walk along the eastern edge. Impacting the new sidewalk would have had public relation consequences for the City and was an important consideration.

Wood worked with City engineering personnel to develop a design meeting all of the constraints and project goals. The existing 24-foot-wide driving surface was reduced to 22 feet, and the old brick driving surface was recycled and used on other City projects. The stormwater design utilizes offset eccentric cone manholes and inlet bottoms to allow the use of inlets along the east edge of pavement – but under the pavement instead of several feet outside. This innovative design allowed the storm sewer trunk line to be installed along the east side of the road without impacting the old clay sanitary sewer or the recently installed sidewalk.

Client/Customer

Polk County Parks and Natural Resources

Client Reference

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Drainage Manager
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Winter Haven, Florida
USA 33880
863.534.7377 (p)
ConnerUpdike@polk-county.net

Location

Polk County, Florida

Project Duration

2008 to 2013

Project Value

Engineering: \$200,000
Construction: \$1.3 million

Client/Customer

City of Lakeland

Client Reference

Laurie Smith, CFM, CPM,
Lakes and Stormwater
Manager
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Lakeland, Florida
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laurie.smith@lakelandgov.net

Location

Lakeland, Florida

Project Duration

2014 to 2016

Project Value

Engineering: \$65,814
Construction: \$700,000

City of Groveland CDBG

Wood was selected to provide services for this CDBG grant-funded project, administered by Jordan & Associates Grant Consultants. Services included a sanitary sewer extension in two neighborhoods, a water line extension in one neighborhood, and ADA improvements to the restrooms at Lake David Park.

Wood designed approximately 2,200 linear feet of gravity sewer with two lift stations, as well as 1,900 linear feet of force main and 1,400 linear feet of water main. Thirty-seven hook-ups to the sewer, both residential and commercial, were completed. Power upgrades were required to serve both lift stations. Two directional bores under SR 50 were required to connect to the mains. Restoration included full replacement of a portion of the pavement and overlay of the remainder of the pavement.

Wood staff also provided a geotechnical investigation of the utility alignment and

lift station locations. The investigation showed unsuitable soils for portions of the utility alignment and in the lift station locations. Wood also provided technical specifications and contractual documents and assisted the City with bidding and construction of the project. An obstacle faced by the project team was the narrowness of the right-of-way, which made it challenging to avoid conflicts with other water and sewer utilities and meet separation requirements.

Permits were obtained through the FDEP for the water and wastewater utilities, FDOT for the directional bores, and an exemption from permitting through SJRWMD was obtained.

Client/Customer

City of Groveland

Client Reference

TJ Fish
 Director of Transportation and Public Works
 156 South Lake Avenue
 Groveland, Florida
 USA 34736
 352.429.2141 ext. 2604 (p)
 tj.fish@groveland-fl.gov

Location

Groveland, Florida

Project Duration

2010 to 2012

Project Value

Engineering: \$140,000
 Construction: \$500,000

Polk County Eloise Redevelopment and Revitalization Plan

Wood was selected as the designated engineer of record for implementation of an infrastructure redevelopment and revitalization plan for Eloise, Florida, an unincorporated community. Improvements for the community included more than five miles of new water and sewer main lines and road reconstruction with associated drainage improvements.



Specific project tasks included:

- Field survey data collection and aerial photography
- Traffic studies and right-of-way mapping
- Wetland and environmental assessments
- Geotechnical investigations
- Roadway, drainage and potable water/fire system design
- Site design/development for community center
- Permitting and regulatory agency/utility coordination
- Cost construction estimate development

Client/Customer

Polk County

Client Reference

Joe Montoya
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 Winter Haven, Florida
 USA 33830
 863.535.2326 (p)
 joemontoya@polk-county.net

Location

Winter Haven, Florida

Project Duration

1999 to 2013

Project Value

\$1 million

City of St. Cloud Neighborhood Revitalization

The City of St. Cloud’s downtown residential area has a history of flooding. A stormwater master plan consisting of four phases was developed to help eliminate drainage problems in the area. The City also determined that in order to better serve the citizens of St. Cloud, the project would incorporate the design and replacement of all water and gravity sewer within the disturbed areas.

Also included was the complete replacement and upgrade of all local roadways. Some of the roads required de-mucking prior to reconstruction to ensure long-term integrity of the roadway system. Project funding was provided by a Community Development Block Grant (CDBG).

Wood designed and permitted construction plans for stormwater, water, and sewer construction. The drainage design included more than 41,000 feet

of stormwater pipe and 770 stormwater structures. In addition, more than 28,000 feet of water line and 26,000 feet of gravity sewer were replaced. Sixty-four fire hydrants and 86 sanitary manholes were added. The project involved the reconstruction of approximately 5.7 miles of local streets.

The project required the accommodation of numerous utility conflicts and field adjustments to overcome the presence of unforeseen conditions. Revitalization projects of this nature require a unique degree of communication and trust between the owner, contractor, and engineer.

Client/Customer

City of St. Cloud

Client Reference

Kevin Felblinger, PE, CFM
Deputy Public Works
Director
1900 Ninth Street
St. Cloud, Florida
USA 34769
407.957.7264 (p)
kfelblinger@stcloud.org

Location

St. Cloud, Florida

Project Duration

2001 to 2006

Project Value

Engineering: \$388,000
Construction: \$4 million

City of Stuart Downtown Revitalization

Wood was retained by the City of Stuart to develop and implement a revitalization plan of the downtown area of the city. The project was funded by Community Development Block Grant (CDBG). In addition to assisting with the CDBG funding, Wood designed various streetscapes and traffic optimization elements and provided community involvement programs and public education.

The project included:

- Downtown streetscape and hardscape
- New parking both on and off the street
- Landscape islands
- Stained concrete sidewalks
- Brick paver crosswalks
- Enhanced lighting
- Xeriscape landscaping
- ADA Pedestrian Amenities
- CDBG funding



Client/Customer

City of Stuart

Client Reference

Dave Peters
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Stuart, Florida
USA 34994
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dpeters@ci.stuart.fl.us

Location

Stuart, Florida

Project Duration

2001 to 2003

Project Value

Engineering: \$120,000
Construction: \$1.6 million

City of Inverness Downtown Revitalization

The City of Inverness' downtown area is considered a Historic District and was in need of extensive upgrades. Wood was secured to support the City's revitalization initiative. This comprehensive undertaking involved numerous substantial improvements to and replacement of roadways, landscaping, lighting, traffic optimization, sidewalks (including special surface treatments and pavers), utility replacements and adjustments, and drainage systems. Wood utilized its expertise in Community Development Block Grant (CDBG) funding to assist in project implementation.



final design. Project implementation was well coordinated as the project had to be phased in order to accommodate an annual event within the City.

Wood was responsible for all project elements including concept and final design, regulatory permitting, plans preparation, public workshops and education, and construction engineering inspection. Wood worked closely with City staff to ensure the goals of all involved were implemented or considered in the

This project demonstrates Wood expertise in downtown revitalization, CDBG funding, fast-track permitting and design, comprehensive streetscapes, and the ability to work closely with municipal staff, City commission, and the affected community stakeholders.

Client/Customer
City of Inverness

Client Reference
Eric Williams
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Inverness, Florida
USA 34450
352.726.2611, ext. 1011 (p)
ewilliams@inverness-fl.gov

Location
Inverness, Florida

Project Duration
2005 to 2006

Project Value
Engineering: \$160,000
Construction: \$1.5 million

City of Leesburg Carver Heights Community Retrofit

Wood was responsible for the design and permitting of a 10-acre multifunctional stormwater facility that incorporated a number of beneficial elements including water quality improvements, flood abatement, recreation, and public education. The project went well beyond traditional stormwater retrofit practices. Non-traditional retrofit activities included various roadway improvement, re-plumbing of the drainage system, park and recreational facility design, wetland creation, and community involvement. One of the key concerns was treating the stormwater before it discharged into Lake Griffin, a priority Florida waterbody.

Wood was responsible for all aspects of the project design and permitting including watershed modeling, surveying, plans and specifications, GIS support, public education and involvement, and

geotechnical and environmental services. In addition, Wood assisted the City with completion of the grant application process and was able to secure funding through the St. Johns River Water Management District (SJRWMD) to convert the project into a community stormwater park complete with walking paths, boardwalks, fountains and picnic facilities. This project demonstrates the following Wood capabilities:

- Design and permitting
- Stormwater and roadway engineering
- Construction management
- Grant application preparation
- Community Development Block Grant (CDBG) funding

Initial seed funding for the project totaled \$150,000, but Wood assisted in securing a total of \$4 million in funds for the project.

Client/Customer
City of Leesburg

Client Reference
Robert Beard
Public Works Director
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Leesburg, Florida
USA 34748
352.435.9442 (p)
rbeard@ci.leesburg.fl.us

Location
Lake County, Florida

Project Duration
2001 to 2003

Project Value
Engineering: \$400,000
Construction: \$3.6 million

City of Plant City Eastside Canal Improvements

The Eastside Canal project included several capital improvement projects the City of Plant City obtained Wood to design, permit, and assist with during construction.

The first project included improving eroding side slopes that were infringing on private property. Wood developed a conceptual typical section which was reviewed and approved by the City. Wood finalized the plans, permitted the project through the SWFWMD and Hillsborough County Environmental Protection Commission (HCEPC), and developed construction bid specifications. As part of the permitting process Wood developed a mitigation plan for the project. Wood provided construction management assistance on the project and completed project certifications and as-builts upon construction completion.

Wood also worked on a project that

included the elimination of approximately 250 feet of a deeply incised and eroding ditch with a double box culvert. Wood prepared the construction plans, permitted the project through the SWFWMD and HCEPC, estimated the construction cost, and developed construction bid specifications. Permitting included providing detailed flood routing modeling of several design storm events to ensure the desired level of service was achieved for this project. Our firm provided construction management assistance on the project and completed the project certifications/as-builts upon construction completion.

Both Eastside Canal projects were funded through FDEP grants. Wood staff helped facilitate the process by providing the required supporting documentation throughout the funding process.

Client/Customer
City of Plant City

Client Reference
Michael Schenk, PE
City Engineer
302 West Reynolds Street
Plant City, Florida
USA 33563
813.659.4200 ext. 4154 (p)
mschenk@plantcitygov.com

Location
Plant City, Florida

Project Duration
2008 to 2012

Project Value
\$100,000

City of Eagle Lake Bingham Stormwater Retrofit

The Bingham Stormwater Retrofit project is a water quality improvement project that is partially funded by a cooperative agreement between the City of Eagle Lake and SWFWMD. The objectives of the project are to provide water quality treatment for stormwater runoff prior to entering Eagle Lake and to provide increased stormwater conveyance and storage capacity.

The project involves the excavation of a dry retention stormwater management facility within a vacant City right-of-way. Stormwater storage volume requirements and limited right-of-way required the utilization of a modular block retaining wall for the stormwater pond.

Additionally, a storm sewer network will be constructed to improve stormwater runoff conveyance and reduce street

flooding. Wood has provided survey, geotechnical, civil engineering design, permitting, and construction phase services for this project.



Client/Customer
City of Eagle Lake

Client Reference
Dawn Wright
City Clerk
P.O. Box 129
Eagle Lake, Florida
USA 33839
863.293.4141 (p)
dwright@eaglelake-fla.com

Location
Eagle Lake, Florida

Project Duration
2013 to 2015

Project Value
Engineering: \$80,000
Construction: \$422,000

SWFWMD Lake Wales Ridge Stormwater BMP Evaluation and Implementation

Southwest Florida Water Management District (SWFWMD) contracted Wood to develop a Stormwater Best Management Practice (BMP) plan to improve water quality within the Lake Wales Ridge system. Lakes included in this work were Menzie, Marie, Gordon, Clinch, Isis, McCoy, Clay, June-in-Winter, and Tulane.

Wood’s tasks during the PD&E effort included developing pollutant load estimates for the referenced sub-basins/stormwater outfalls, prioritizing the outfalls based on pollutant loads to the lakes, and developing conceptual BMPs to remove stormwater load to the lakes.

Land-use-based Event Mean Concentration (EMC) pollutant loadings were used to fairly and cost-effectively prioritize the critical outfalls. Directly connected imperviousness was reviewed carefully due to the preponderance of Type A hydrologic soil group soils and the associated pollutant mass load that is generated from these areas. Historical rainfall data has been used to develop incremental rainfall event probabilities and the use of this data with directly connected impervious area provides rainfall runoff volumes of much higher accuracy than from other methods. The use of soil amendments below the dry retention facilities to reduce the transmittal of nitrates in the infiltrated storm water into the groundwater was evaluated and implemented where it was cost-effective to do so.

Concept BMPs to remove as much nutrient load as possible were drawn schematically in GIS and included such measures as swales, dry retention facilities, exfiltration trenches, sedimentation inlets, and ditch blocks. These BMPs had to be located in urbanized, scenic areas; therefore, aesthetics and working with the natural surroundings weighed heavily into the recommendation process. Individual task work orders were issued to implement retrofit projects on six of

the lakes. Most of the proposed BMPs are sited in existing governmental lands to help eliminate land procurement costs and to facilitate local municipality and FDOT participation in the projects. Five projects have been taken through design and permitting.

All projects required utility coordination due to the location of these projects in developed areas. Utility relocations were negotiated as needed. Pollutant load removal rates and the cost effectiveness of each project was recalculated based on the final project layout and system elements. For all of the systems, preventive measures were incorporated into the design to reduce the amount of maintenance required on the systems. For instance, anywhere french drains were proposed, a pre-treatment retention swale or baffle box was specified. Five of the projects have been taken through construction with Wood providing various levels of construction inspection and management services on each of the projects.



Client/Customer
Southwest Florida Water Management District

Client Reference
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USA 34604
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michael.peck@swfwmd.state.fl.us

Location
Polk and Highlands County, Florida

Project Duration
2007 to Ongoing

Project Value
Engineering: \$395,000
Construction: \$1.5 million

Polk County Inwood Drainage Improvements

As part of our Continuing Services Contract, Wood was retained by Polk County to assist the Parks and Natural Resources Division with the evaluation of flooding conditions within the historic Inwood neighborhood located near Winter Haven, Florida. The study involved intensive field data collection of all existing stormwater structures and conveyances as well as a functional evaluation of the drainage infrastructure to identify numerous projects that could be constructed to improve drainage and water quality as well as public safety throughout the watershed. To date, Wood has completed specific design surveys, engineering design, permitting and construction services for several of the recommended improvements and will continue to assist the County on additional projects in the near future. The proposed improvements offer multi-faceted benefits and thus qualify for CDBG funding as well as jointly-funded projects with SWFWMD. Many of the improvements were accomplished soon after the completion of the study though storm sewer and inlet upgrades and repairs. Several of the larger projects are detailed below.

The Lake Blue/Lake Cannon Channel improvements project involved replacing a steep-sided open ditch with a 48" storm sewer and inlet system connecting the two lakes. Hydraulic analysis was complicated on this site by the fact that the flow in the ditch would reverse direction under different flow regimes. The existing ditch had become a safety hazard to local children and served as a de facto dump. The ditch system included several old large structures with openings large enough for children to enter and thus to get inside adjacent storm sewer systems. The system Wood designed eliminated these hazards. The new system improved the flood conveyance capacity as well as removed an eyesore and public safety hazard.

The Crestview Drive Ditch improvements concerned another steep-sided open ditch immediately adjacent to a roadway with inadequate clearance from the road

and numerous crushed culverts. This project replaced the ditch with storm sewer and in the process eliminated another public safety hazard while reducing flooding and improving conveyance capacity.

The Twin Oaks Mobile Home Park project involved the design, permitting and construction services for removal of an old mobile home park and the construction of a regional stormwater pond, as well as drainage improvements in the surrounding neighborhood and the reconstruction of a road. The system drains directly into the improved storm sewer described above in the Crestview Drive Ditch improvements. Wood worked closely with the County on CEI services including construction administration services on review of shop drawings, materials, on-site observation, contractor coordination, review of contractor requests, and final certifications. The project involved constant coordination between Wood, the County and the contractors because of adjacent property owners and high crime rates in the area.

The Inwood Water Quality Improvement Project # 4 is currently under construction. This project involves the restoration and enhancement of approximately 9 acres of previously-impacted and degraded wetland to serve as a regional water quality system and to provide stormwater treatment for approximately 87 acres of existing residential development that previously received no water quality treatment before discharging to the Lake Hancock system. The design also includes allowance for a future upgrade at an adjacent County recreational park. Wood provided all survey, wetland delineation, design plan development and is providing construction administrationservices on this project as well, working jointly with the County's field inspectors to ensure a quality project.

Client/Customer

Polk County Parks and Natural Resources

Client Reference

Conner Updike
 Drainage Manager
 3000 Sheffield Road
 Winter Haven, Florida
 USA 33880
 863.534.7377 (p)
 ConnerUpdike@polk-county.net

Location

Polk County, Florida

Project Duration

2005 to 2016

Project Value

Engineering: \$500,000
 Construction: \$2 million

Polk County Summer Oaks Drainage

Wood was tasked to perform this drainage repair for Polk County. Multiple subdivisions were constructed in the focus area and eventually the natural drainage patterns in the area were blocked – resulting in a low spot where stormwater ponded.

Wood staff worked with the permitting agencies to allow us to modify an existing stormwater pond and structure to pipe the flooded area to the pond and allow the outfall. We excavated an existing pipe and tied a new structure to it which in turn allowed the outfall.

This pipe repair was completed successfully by Wood’s civil engineering and design staff and achieved the outcome desired by the community and the County.



Client/Customer
Polk County Parks and Natural Resources

Client Reference
Conner Updike
Drainage Manager
3000 Sheffield Road
Winter Haven, Florida
USA 33880
863.534.7377 (p)
ConnerUpdike@polk-county.net

Location
Lakeland, Florida

Project Duration
2011 to 2012

Project Value
Engineering: \$25,000
Construction: \$266,000

Polk County Jan Phyl Village Stormwater Retrofit

Wood was secured by Polk County to convert an abandoned wastewater treatment plant site into a multipurpose stormwater park. The stormwater system consists of a series of wet detention ponds that receive inflow from a 90-acre residential basin. The park includes a walk path with various exercise stations and education kiosks. The adjacent residential subdivision is subject to severe nuisance street flooding and this project was the first phase of retrofitting the storm sewer in the subdivision.

Wood was contracted to perform design, permitting, funding grant application assistance, and limited construction services. The design included the rerouting of an existing 12 inch sanitary sewer main and construction of a 60 inch outfall into the pond. The project grant funding application was successful due to

the increased water quality treatment that the system now provides as well as the significant flood relief to the residences located within the Phase 1 limits. This system discharges to Lake Howard, an impaired waters, therefore the County received credit toward its NPDES MS4 permit, as well as for the nutrient TMDL. The project also included the addition of a sidewalk along Coleman Road and the enclosure of an existing ditch, making a much safer condition for pedestrians and motorists in the area. Utility locates were performed throughout the project area and conflicts were identified, avoided, and/or adjustments were made. Currently the pond site also provides the opportunity for passive recreation such as walking and nature watching to area residents.

Client/Customer
Polk County Transportation Division

Client Reference
Jay Jarvis
Roads and Drainage Director
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Winter Haven, Florida
USA 33880
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jayjarvis@polk-county.net

Location
Winter Haven, Florida

Project Duration
1997 to 2016

Project Value
Engineering: \$79,000
Construction: \$1.2 million

City of Mount Dora 7th Avenue Drainage Improvements

The City of Mount Dora requested assistance from Wood for implementation of phase II and III of a multi-phased stormwater treatment project designed to address a significant portion of the downtown area constructed prior to the existence of stormwater treatment regulations. Stormwater runoff from these areas was historically piped directly to Lake Dora via inadequate and aging conveyance systems as well as overland flow. Retrofitting these aging stormwater systems will provide treatment to help reduce pollutant loading to the receiving water.

The urbanized nature of the area requires selection of innovative stormwater BMPs and implementation of suitable treatment trains to provide an appropriate level of pollutant reduction while maintaining public use.

Discharges from the project area are to Lake Dora (WBID 2831B), which is listed as impaired and has a TMDL for total phosphorus. The existing pipe and inlet system capacity is insufficient to collect runoff, allowing untreated overland flow as well as pipe flow to discharge directly into Lake Dora.

Stormwater retention will be provided using an Underground Stormwater Treatment System (USTS). This system will treat the stormwater runoff from a 33.99-acre contributing basin. The soils in this area are very sandy with a water table elevation greater than 15 feet below the surface. The system will be located under the area currently used as a tennis court and shuffle board court. The tennis court will be reconstructed, but the shuffle board court will be removed and replaced with open park space for community events.

This system will work in conjunction with several other stormwater treatment



activities within the drainage basin. The stormwater inlets throughout the entire 7th Avenue Stormwater System will include flex-storm inlet filters to capture gross pollutants at each inlet. Once collected by the improved inlets and delivered to the underground stormwater treatment system, the majority of the water will percolate into the ground under the chambers.

The 7th Avenue USTS drains a significant portion of the downtown residential area of Mount Dora. This project will enhance performance of the entire "Treatment Train." Following completion of construction, the City will conduct a BMP effectiveness monitoring program in accordance with Attachment 2 in the TMDL Water Quality Treatment Grant Application.

What was impressive about this project? Wood assisted the City to obtain a \$604,000 TMDL grant from FDEP. The ERP was expedited by SJRWMD with no Request for Additional Information (RAI) and the grant application was expedited within two weeks.

Client/Customer
City of Mount Dora

Client Reference
Paul Lahr
City Engineer
900 North Donnelly Street
Mount Dora, Florida
USA 32757
352.735.7155 (p)
lahrp@cityofmoundora.com

Location
Mount Dora, Florida

Project Duration
2012 to 2014

Project Value
\$89,000



Tab 3

Experience with Municipal Engineering Projects

Experience with Municipal Engineering Projects



For decades, Wood has provided innovative, sustainable, and comprehensive solutions to challenges that affect our constructed and natural environment.

Our team has worked on more than 100 continuing master engineering design service contracts for government agencies throughout Florida during the past 30 plus years, which have included community redevelopment and revitalization, utilities engineering and roadway design, stormwater retrofit and drainage design, and stormwater master planning. Our team's experience includes a diverse range of projects that comprehensively, and in some cases, individually include all of the services covered under this contract. These service areas include extensive expertise in all of the anticipated types of work for this contract including, but not limited to:

Stormwater Management

- Master drainage modeling, planning, and study
- Modeling: groundwater, surface water, integrated
- Stormwater system and facility design and modeling
- NPDES MS4 support
- Erosion and sediment control design
- Stormwater lift pump station design, including condition assessments and rehabilitation
- Drainage infrastructure inventory and assessment
- Stormwater utility feasibility studies

- Pre-design studies and reports
- Preparation of construction documents
- Engineering analysis, cost estimates, and reports
- Environmental permitting
- Preparation of construction documents
- Project construction management
- Construction observation/inspection
- Coordination with County staff, County consultants, and contractors
- Coordinating with utility companies
- Grant funding application assistance
- Stormwater retrofits (quality and quantity)
- Advanced treatment technology (soil amendments, denitrification optimization, etc.)

Civil Engineering/Development Review

- Development site review
- Pre-design studies and reports
- Preparation of construction documents
- Engineering analysis, cost estimates, and reports
- Project construction management
- Shop drawing review
- Coordination with County staff, County consultants, and contractors
- Coordinating with utility companies
- Community parks, neighborhood improvements; including design, planning, condition assessment, repair, and rehabilitation
- Bicycle and pedestrian planning and design
- Civil engineering, including but not limited to road and parking lot design and construction/reconstruction, streetscapes, traffic studies, solid waste management, utility engineering and feasibility studies, facilities design/management, site planning/design, condition assessment, value engineering, and process evaluation and improvement
- FDOT local agency program projects and assistance
- Intersection geometrics
- Grant funding application assistance
- Land development requirements
- Operations and maintenance performance reporting
- Parks, recreation, and athletic field design
- Public safety and recreation facilities
- Public works project planning
- Quality control
- Road safety audits
- Site planning and design
- Community development
- Roadway design/improvements

Water/Wastewater/Reuse

- Water supply planning, including alternative water supply
- Master planning; water and wastewater
- Wastewater treatment collection, disposal, treatment, and facility design
- Water transmission and treatment plant design and modeling
- SCADA integration and programming services



- Lift pump station design, including condition assessments and rehabilitation
- Utility feasibility studies
- Pre-design studies and reports
- Preparation of construction documents
- Engineering analysis, cost estimates, and reports
- Preparation of construction documents
- Project construction management
- Construction observation/inspection
- Shop drawing review
- Coordination with County staff, County consultants, and contractors
- Coordinating with utility companies
- Reuse facilities planning and design

Water Resources

- Water supply planning, design, treatment, and distribution, including alternative water supply
- Modeling: groundwater, surface water, integrated
- GIS and modeling services, including development and analysis
- TMDL, NNC support
- Pre-design studies and reports
- Engineering analysis, cost estimates, and reports
- Environmental permitting
- Coordination with County staff, County consultants, and contractors
- Hydraulic modeling
- Hydrology
- Water balancing analysis
- Geospatial data conversion, scanning, digitizing
- Lake evaluation and water restoration
- Water/soil/pollution sampling and analysis

Geotechnical Engineering

- Site evaluation
- Geosynthetic and geotechnical insitu compaction testing (SPT, CPT, DMT, PMT)
- Dams
- Foundation stability analysis and design
- Embankment design and inspection
- Dredging studies, investigation, design, and disposal
- Deep foundation alternatives
- Load testing services and analysis
- Dynamic pile testing services
- Slope stability analysis and retaining structure design
- Ground improvement alternatives
- Ground water well installation and monitoring
- Roadway and site preparation
- Subsurface exploration
- Geo-textile designs and evaluations
- Grout injection
- Harbors, rivers, canals, and waterways
- Mining
- Sink hole mediation and exploration
- Boring logs
- Coastal engineering
- Geosynthetic soil/geocomposite liner design
- Geotechnical engineering
- Hydrogeologic investigations

Ecological/Permitting

- Pre-design studies and reports
- Ecological and environmental permitting, including local, state, regional, and federal
- Wetland delineation, ecological investigations, species surveys
- Archaeological studies and permitting
- Coordination with County staff, County consultants, and contractors
- Laboratory analysis
- Water use permit support
- Well design and permitting
- Endangered species studies and permitting
- Gopher tortoise relocation

Environmental Analysis

- Environmental analysis of underground fuel storage tanks
- Engineering analysis, cost estimates, and reports
- Environmental/due diligence site assessments
- Environmental planning, permitting, and assessment
- Asbestos abatement
- Fire protection
- Road construction, streetscapes, traffic studies, facilities design and management, site planning and design, condition assessment, and process evaluation and improvement.
- LEED/green building
- Soils and geologic studies
- Airport fueling
- Conservation and resource management



- Explosive gas monitoring, landfill gas collection, remediation
- Regulatory reporting and documentation assistance
- Solid waste remedial action studies and corrective action planning
- Environmental impact studies and assessments
- Environmental remediation
- Hazardous material handling and waste removal

Transportation

- Pavement condition assessments
- Pavement design
- Resurfacing plans
- Comprehensive plan traffic circulation element
- Roadway classification studies and determinations
- Roadway lane and segment length studies
- Right-of-way (ROW) acquisition
- Service flow rate volume studies
- Signal warrant study, timing, and design
- Speed limit studies
- Traffic calming and engineering
- Traffic modeling and planning
- Transportation impact analysis and fee studies
- Transportation level-of-service studies
- Transportation component plans and updates
- Transportation engineering
- Runway and taxiway design

Structural/Bridge

- Bridge design and rehabilitation
- Building rehabilitation
- Boat ramps and docks
- Concrete design
- Forensic studies
- Foundation and retaining structure design
- Guiderail design
- Lift station design
- Steel, structural, and sustainable design



Electrical

- Electrical studies and design
- Energy conservation
- Gas systems
- Generators
- Lighting

Architecture/Planning/Landscape Architecture

- Pre-design studies and reports
- Preparation of construction documents
- Architectural analysis, cost estimates, and reports
- Architectural design
- Preparation of construction documents
- Project construction management
- Construction observation/inspection
- Shop drawing review
- Coordination with County staff, County consultants, and contractors
- Strategic planning
- Irrigation
- Landscape designs
- Xeriscapes
- Codes, standards, and ordinances
- DRI and EAR reviews
- Impact fee analysis
- Land use and zoning
- Proportionate fair share analysis
- Special planning area studies
- Urban and master planning
- Grant funding application assistance

Construction Engineering and Inspection

- Project construction management
- Construction observation/inspection
- Construction cost estimates

- Construction inspection
- Shop drawing review
- Coordination with County staff, County consultants, and contractors
- Material and environmental testing and analysis
- Historical preservation

Survey and Mapping

- Cadastral and boundary surveys
- Control surveys
- Construction layout, as-built, and quantity surveys
- Engineering/topographic surveys
- ROW surveying and mapping
- Hydrographic surveys
- Photogrammetric/remote sensing survey support
- Resource/asset survey and mapping
- Geodetic surveying
- Meets and bounds
- Prescriptive rights
- Horizontal, vertical, and quantity surveys
- Condominium surveys
- Mean high water and wetland delineation surveys
- Sediment surveys and volume quantification

GIS/CAD Services

- GIS and modeling services
- Preparation of construction documents
- Preparation of project rendering and presentation material
- Automated impervious GIS features classification and aerial interpretation

On the following pages are some of our municipal engineering project descriptions.

City of Polk City Continuing Engineering Services

Wood has functioned as the City Engineer for the review of industrial and single-family residential projects. Reviews were conducted to ensure conformance with the Polk City Land Development Code and industry standards. Review and comment was provided on all engineering aspects of the projects, including utility system plans, details, and calculations, as well as roadway and drainage infrastructure.

Wood has performed regular construction inspections on behalf of the City for private development projects. Inspections included observation of earthwork activities and density testing, observation of potable water system construction and clearance testing, observation of roadway and parking lot construction and density testing. Wood's responsibilities have included maintenance of records for site visits and testing observation and coordination with City staff, the Contractor, and Engineer or Record.

Wood provided topographic survey

and engineering design services for an extension of 6" water main along Grimes Road from the intersection of State Road 33 to the end of County maintained right of way, approximately 1,400 LF to the east. Wood's services included permit coordination with the Polk County Health Department, Polk County Transportation Division, and FDOT. Wood also provided construction administration support services to the City, as well as permit and project close-out services.

Wood has supported the City's efforts to update their potable water system master plan. To facilitate proper planning, Wood worked with the City to prepare a GIS-based WaterCAD hydraulic model of the entire potable water system. This effort involved research of existing system characteristics, evaluation of existing topography, estimation of potable water demands, evaluation of fire hydrant flow and pressure test data, and review of record drawings.

City of Groveland Continuing Engineering Contract

Lake Audrey Stormwater Improvements
As a part of the City's stormwater master plan (SMP), stormwater quality improvements were proposed to discharges to Lake Audrey. Wood selected a combination of french drains and second generation baffle boxes due to limited right-of-way, permeable soils, and depth to water table, so that treatment is provided upstream of each of the five outfalls to the lake. The existing drainage system was improved to include approximately 1,500 feet of a 24-inch french drain designed outside the pavement, and avoiding disturbance to the brick roads. Second generation baffle boxes were designed at four of the five outfalls to the lake. Annualized pollutant load removal estimates were made based on hydrodynamic infiltration modeling and event mean concentration-based load inputs. Wood assisted the City to obtain funding for the project from LCWA.

Development Review Services
Wood provided site/civil engineering code-compliance review services to the City for proposed development projects. Services include review of the development engineer's calculations and construction drawings, summary of design deficiencies relative to the City codes, and attendance at meetings.

Iowa Avenue Water Main
This project involved the design and construction administration services for approximately 1.5-miles of potable water main in an established residential area of the City. The new water distribution system was designed to improve fire flow protection and facilitate the abandonment of existing asbestos-cement pipe and small diameter galvanized steel pipe. The project involved design for connection of existing water meters to the new distribution system.

Client/Customer
City of Polk City

Client Reference
Kathy Delp
123 Broadway Boulevard SE
Polk City, Florida
USA 33868
863.984.1375 x 247 (p)
kathy.delp@mypolkcity.org

Location
Polk City, Florida

Project Duration
2015 to Ongoing

Project Value
\$40,000

Client/Customer
City of Groveland

Client Reference
TJ Fish
Director of Transportation
and Public Works
156 South Lake Avenue
Groveland, Florida
USA 34736
352.429.2141 ext. 2604 (p)
tj.fish@groveland-fl.gov

Location
Groveland, Florida

Project Duration
2005 to Ongoing

Project Value
Engineering: \$470,000
Construction: \$2 million

City of Eagle Lake Continuing Engineering Services

Wood is serving the City of Eagle Lake as a continuing consultant providing general engineering, planning services, and construction administration services.

Wood designed a stormwater retention pond with a modular block retaining wall to maximize storage volume within the pond footprint. The Bingham Street project also involved the installation of a new storm sewer network to reduce street flooding within the 26.3± acres served by the project. Wood provided survey, geotechnical, civil engineering design, permitting, and construction phase services for the project.

The City of Eagle Lake utilizes a stormwater utility to offset costs associated with stormwater management. The utility was initially established with a flat rate for all residential customers and a separate flat rate for all commercial customers. Wood conducted a stormwater utility rate study to evaluate stormwater related expenditures and compare

those needs to the anticipated revenue generated from the stormwater utility. The study also examined the feasibility of implementing a new rate structure to ensure an equitable assessment of the stormwater utility user fees.

Wood assisted the City in preparing the NPDES Municipal Separate Storm Sewer System (MS4) annual report. Wood coordinated with the City and provided technical support based on our long term knowledge of the NPDES permitting process, FDEP annual report reviews, audits, etc.

Wood provided design, permitting, and construction phase services for the City's Sidewalk Enhancement project within the U.S. 17 Right of Way. This project involved the construction of new 5' wide sidewalk and pavement markings. The project limits were from Bay Avenue to West Gilbert Street.

Client/Customer

City of Eagle Lake

Client Reference

Dawn Wright
City Clerk
P.O. Box 129
Eagle Lake, Florida
USA 33839
863.293.4141 (p)
dwright@eaglelake-fla.com

Location

Eagle Lake, Florida

Project Duration

2008 to Ongoing

Project Value

Engineering: \$125,000
Construction: \$650,000

City of Auburndale Engineering Services

Wood was selected by the City of Auburndale to provide comprehensive as-needed engineering support. Wood has provided roadway design, civil/site design, landscape design, permitting, and construction administration to the City.

Wood prepared traffic signalization improvement plans for the intersection of Main Street and Bridgers Avenue in accordance with FDOT and Polk County Traffic Operations requirements. Wood provided construction phase services.

Wood coordinated with the City and Tampa Electric Company (TECO) for the relocation of overhead electric facilities. The project involved the design of a directional bore plan for electrical conduits to be installed under Main Street. Wood prepared construction details in accordance with FDOT requirements and coordinated with TECO to obtain an FDOT Utility Permit.

The Main Street Extension Streetscape project involved the design of lighting and landscape enhancements for a recently constructed roadway section from Derby Avenue to Recker Highway. Wood coordinated with City staff for the selection of desired roadway lighting assembly components. Wood prepared lighting and landscape plans in accordance with FDOT specifications and coordinated with FDOT and the City for the execution of required Construction and Maintenance Agreements.

Wood was retained by the City to design and permit the addition of brick paving parking and landscape islands from U.S. 92 to Bridgers Avenue. The design included irrigation, street furniture, landscape islands, and brick paver parking areas.

Client/Customer

City of Auburndale

Client Reference

John Dickson
Public Works Director
915 Charles Ave.
Auburndale, Florida
USA 33823
863.965.5511 (p)
jdickson@auburndalefl.com

Location

Auburndale, Florida

Project Duration

2008 to Ongoing

Project Value

Engineering: \$370,000
Construction: \$21 million

City of Lakeland Continuing Engineering Services

Wood has completed various projects as an engineering consultant with the City of Lakeland.

The City of Lakeland contacted Wood to help them re-do a design to replace the existing 2,500-foot-long Wayman concrete ditch with an enclosed culvert. Wood's design resulted in smaller proposed box culverts as well as utilizing unused City right of way for a surge pond. Value engineering suggestions included adding wetland plantings to the surge pond to provide water quality benefits and possible NPDES and TMDL permitting credits for nutrient reductions.

This project involved drainage review of existing flooding conditions along Central Avenue. Construction plans were prepared to install a new storm sewer collection system with inlets. The plans included utility information, conflict resolution, and avoidance of potential wetland impacts. The Lake Hollingsworth shoreline has experienced wave erosion as well as

erosion from boat docking and foot traffic. The City commissioned us to develop a long-term solution to the shoreline erosion. Wood developed alternative seawall options since an aesthetically pleasing seawall was the City's preference as alternatives such as rubble or other erosion control alternatives would not be acceptable in this high traffic area. Our firm performed a geotechnical investigation and preliminary engineering tasks, developed a concept site plan, and provided a recommended alternative to the City with preliminary construction cost estimates. We then provided an architectural rendering of improvements using site photographs with the recommended seawall protect superimposed for a clear graphic display. The display was used by the City at public meetings to educate all stakeholders on the proposed improvements and to receive feedback from the stakeholders. In addition, Wood performed final design and permitting services for the project.

Polk County Engineering Consulting Services for Parks and Natural Resources and Drainage

Wood was retained by Polk County as a Master Consultant for miscellaneous civil engineering and drainage services. Wood has successfully completed more than 30 task assignments for projects throughout Polk County. This experience has given the Wood team a unique understanding of the conditions throughout the County and the process required for completing multiple projects on time and within budget. Projects completed have included surveying, engineering, permitting, and construction administration services. During the construction, Wood routinely works closely with the County on CEI services including construction administration services on review of shop drawings, materials, on-site observation, contractor coordination, review of contractor pay applications, and final certifications.

Wood provided various planning, surveying, civil engineering, and construction administration services for multiple projects which included the expansion of recreational facilities, group pavilion additions, playgrounds, and parking areas. The projects involved working in conjunction with several regional and local regulatory agencies including the Florida Department of Environmental Protection, Polk County Health Department, Florida Department of Transportation, City of Lakeland, Polk County, and the Southwest Florida Water Management District. The services Wood provided for these facilities include surveying, overall site development design and permitting, preparation of contract documents, and construction administration.

Client/Customer

City of Lakeland

Client Reference

Laurie Smith, CFM, CPM,
Lakes and Stormwater
Manager
407 Fairway Avenue
Lakeland, Florida
USA 33801
863.834.8439 (p)
laurie.smith@lakelandgov.
net

Location

Lakeland, Florida

Project Duration

2006 to Ongoing

Project Value

\$789,000

Client/Customer

Polk County Transportation
Division

Client Reference

Jay Jarvis
Roads and Drainage
Director
3000 Sheffield Road
Winter Haven, Florida
USA 33880
863.535.2239 (p)
jayjarvis@polk-county.net

Location

Polk County, Florida

Project Duration

2006 to Ongoing

Project Value

\$1.2 million

City of Orlando Civil Engineering Continuing Contract

Wood was selected by City of Orlando to provide comprehensive as-needed engineering support.

Wood designed drainage improvements between Lake Lancaster and Lake Davis including a 24-inch-diameter pipe outfall extending from Lake Lancaster near the Mills Avenue/Briercliff Drive Intersection to the City-owned Lake Davis Park. As part of a cost savings initiative during the design and analysis phase of the project, we considered options to utilize portions of the existing stormwater pipe along the alignment without sacrificing overall performance of the Lancaster to Davis connection. Services include design, permitting, utility accommodation, and construction management assistance.

Wood prepared detailed maintenance of traffic (MOT) plans and specifications for the rehabilitation of Lift Station #2. The MOT plans for this project required different methods of MOT depending on the work and the location. A detour plan

was prepared that included advance message boards and public notifications.

Wood obtained high quality photos of the proposed lift station (#8) location and photos of existing lift stations similar to the proposed lift station to develop three computer imaging renderings of the proposed lift station to assist the City with public involvement and coordination activities.

Wood is preparing plans to repair Wilshire Drive Bridge. The repairs consists of incorporating prefabricated culvert materials under the existing bridge and grouting the annular spaces between the existing bridge deck and the installed culvert to successfully convert the structure from “bridge” status to “culvert” status. The project will also include new headwalls with an appropriate architectural finish to provide a structure consistent with the surrounding improvements.

Client/Customer
City of Orlando

Client Reference
Jim Hunt, PE
Deputy Public Works
Director
City Hall
400 South Orange Avenue
Orlando, Florida
USA 33802
407.246.3623 (p)
jim.hunt@cityoforlando.net

Location
Orlando, Florida

Project Duration
2013 to 2016

Project Value
Engineering: \$179,000
Construction: \$455,000

Hillsborough County Stormwater and Environmental Engineering Services

Wood was secured by Hillsborough County to assist in the planning, design, and implementation of various neighborhood and regional drainage capital improvement projects. Projects conducted to date include:

- West Johnson Road and Sapp Road South Intersection Drainage Improvements
- Wilder Road-Lawrence Road Drainage Improvements
- Charlie Griffin Road near Mud Lake Road Drainage Improvements
- 126th Avenue at Taliaferro Avenue Drainage Improvements
- Blount Road Drainage Improvements
- Tanglewood Drive Drainage Improvements
- Lake Carroll Outfall Improvements
- 138th Avenue Drainage Improvements
- Cranberry Road Drainage Improvements
- Piermaj Lane and Vandervort Road Drainage Improvements

- East Lake Nutrient Source Evaluation and Control
- Lower Green Swamp Preserve Wetland Hydrologic Restoration Project
- Watershed Master Plan Review and Code Development

Wood has completed a cost-effective Project Development and Evaluation (PD&E) study on all of the projects to confirm the concept projects are feasible and the proposed benefits achieve the County’s drainage level of standard requirements. Hydrologic models used for the various projects included HCSWMM, as well as the Interconnected Pond Routing (ICPR) Model by Streamline Technologies, Inc. Our firm then provided final design and permitting services for these projects as well. Utility services have included not only coordination, identification, and relocation, but also design of potable water distribution and wastewater collection adjustments.

Client/Customer
Hillsborough County

Client Reference
John Lyons, PE, PSM
Assistant County
Administrator: Public Works
601 East Kennedy Boulevard
23rd Floor
Tampa, Florida
USA 33602
813.307.4754 (p)
lyonsj@hcflgov.net

Location
Hillsborough County, Florida

Project Duration
2008 to Ongoing

Project Value
Engineering: \$1.1 million
Construction: \$5 million

Lake County Continuing Services

Wood has contracted with various Lake County departments for continuing civil engineering services.

Wood developed a Watershed Management Plan (WMP) for the Lake Griffin Basin, an impaired water body with a TMDL for nutrients. Wood was tasked with developing a watershed-based pollutant load model in an effort to quickly and efficiently define those areas that were contributing high levels of nutrients to the lake. Wood minimized study steps and accomplished rapid drainage sub-basin prioritization based on pollutant loading which was computed using GIS land-use information and Event Mean Concentration calculation methods. Wood implemented selective and cost-effective field reconnaissance to allow for sub-basin prioritization adjustments based on corrections in sub-basin drainage divide delineations, quantifications of probable runoff volume (accounting for basin storage) and water quality, as well as intensity of land use and directly connected impervious area considerations. Conceptual water quality improvement project alternatives for

priority sub-basins were developed and ranked based on pollutant load removal, effectiveness, public exposure and cost. These alternatives included traditional as well as LID types of BMPs.

Wood assisted Lake County with its NPDES MS4 permit compliance, Basin Management Action Plan (BMAP) compliance, stormwater retrofit design, flood studies, capital improvement project implementation, and flood control project design and implementation. Lake County is a Phase II County, and Wood has assisted it through one annual report and the associated reporting period. FDEP accepted Lake County's annual report with no issues.

Wood provided evaluation, design, and construction support services to remove sediment and maintain low water navigation within more than 30 canals surrounding 9,300-acre Lake Griffin. The project involved hydraulic dredging and pumping of sediments up to 12 miles to restore sections of a historic muck farm managed by St. Johns River Water Management District (SJRWMD).

SWFWMD Professional Consulting Services

Wood was selected by SWFWMD to provide Professional Consulting Services in seven service areas for projects throughout the District. The Wood team has supported the overall mission of SWFWMD for nearly 30 years in the areas of lake restoration, dredging and sediment removal, SWIM project implementation, stormwater retrofit, operations engineering support, dam assessments, alternative water supply assessment, dam break analysis and EAP development, MFL support, ecological restoration, surveying, spring restoration, and watershed management planning.

Professional Services Areas:

- Water Conveyance Systems: Design, Permitting, Construction Inspection
- Construction Inspection, Infrastructure Assessment
- Design, Permitting, and Construction Inspection of Natural Systems

- Environmental Monitoring and Assessments of Natural Systems
- Groundwater Basin Monitoring, Modeling, and Planning
- Surveying and Mapping
- Watershed Management Program: Watershed Evaluation, Modeling, and Planning

Wood has conducted several projects under this master agreement including:

- Avon Park WMP
- Chassahowitzka Headspring Restoration
- Colt Creek State Park Hydrologic Restoration
- FEMA Flood Mapping Updates Peer Review
- Lake Hancock Lake Level Modification Analysis and Mitigation Projects and Berm Modifications
- Lake Wales Ridge Stormwater BMP Evaluation and Implementation

Client/Customer

Lake County Public Works

Client Reference

Mary Hamilton
Environmental Services
Manager
437 Ardice Avenue
Eustis, Florida
USA 32726
352.483.9006 (p)
mhamilton@lakecountyfl.gov

Location

Lake County, Florida

Project Duration

2000 to Ongoing

Project Value

\$1.5 million

Client/Customer

Southwest Florida Water Management District

Client Reference

Jennette Seachrist
Director of Resource Management
2379 Broad Street
Brooksville, Florida
USA 34604
352.796.7211 (p)
jennette.seachrist@watermatters.org

Location

Districtwide, Florida

Project Duration

2003 to Ongoing

Project Value

\$5 million



Tab 4 Management and Staffing

Management and Staffing



We understand the challenges facing government agencies today, with ever-increasing demands for services while operating under budget constraints and shortfalls. Our employees live and work in our local communities, making us especially dedicated to improving our surrounding environments.

We have firsthand experience with the City of Polk City's project needs and our wealth of knowledge and expertise delivered by our skilled professionals provides you with the assurance that tasks will be completed competently, professionally, on time, and within budget. Our professionals strive to become transparent extensions of your staff, so together we can tackle any challenge effectively, efficiently, and in a way that satisfies our ultimate clients - the citizens you serve.

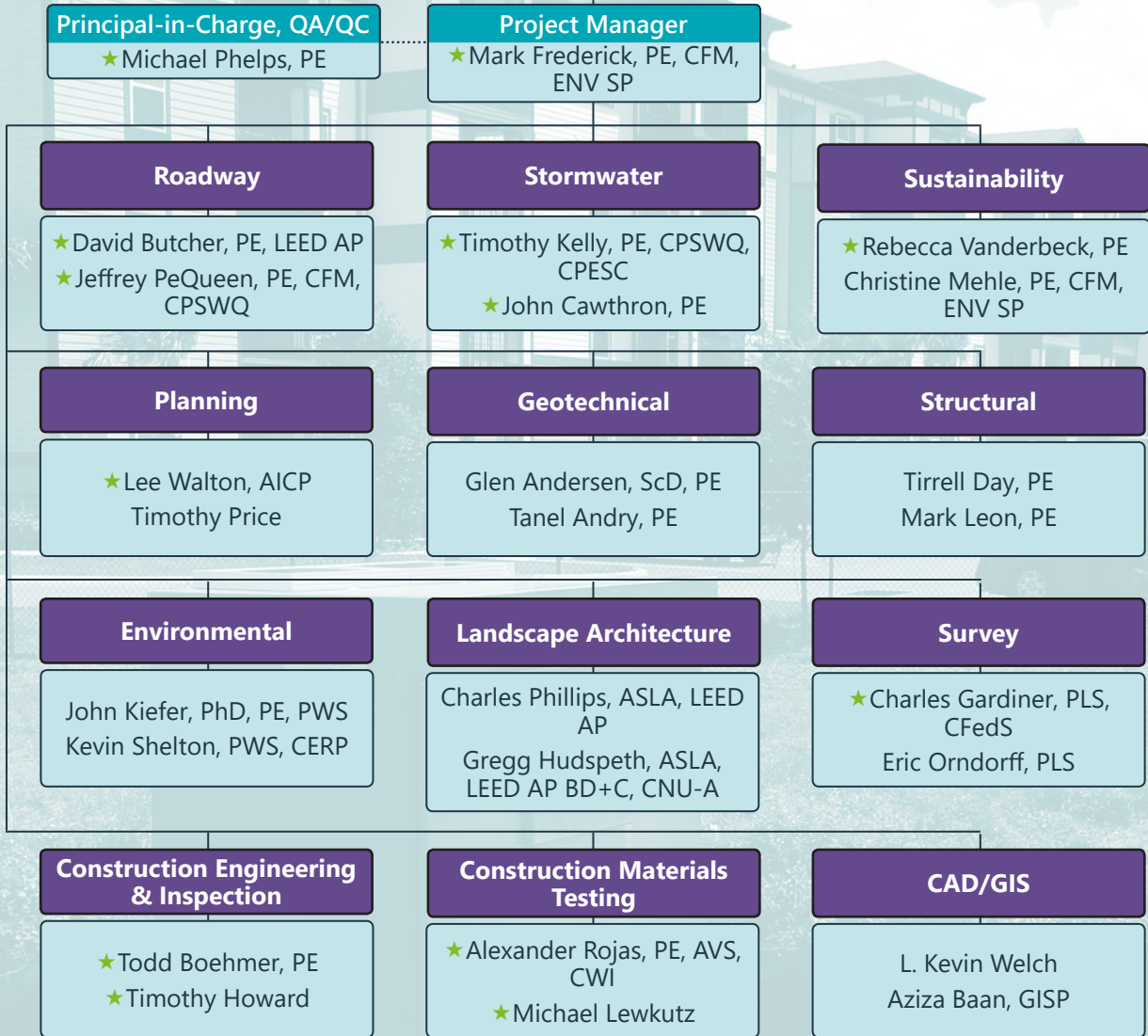
The Wood project team was carefully selected to provide superior expertise, resources, and service to the City of Polk City. Our team has successfully completed CDBG projects through design, bidding, and construction, and as such, we understand the procedures and requirements for project bidding and contractor management. We also understand the level of detail that the City requires in the bidding of documents and throughout the period of construction services. Our experience ensures that our projects are completed in accordance to the expectations of our clients and the communities they serve.

Wood has specifically assembled a project team having extensive roadway and drainage system knowledge and recent CDBG project experience. Our working knowledge of CDBG funded projects will provide additional benefits to the City of Polk City in that we know and understand the format and type of information required to satisfy all grant requirements such as scheduling, signage, project costing, budget and task tracking, public noticing, public involvement, and status reporting.

Along with the team's management, highly experienced and uniquely qualified individuals have been chosen to fulfill key team roles. On the following page is Wood's organizational chart followed by team member resumes.

Wood Project Team

Organizational Chart



★ Team member resume included in the following pages.

Mark Frederick, PE, CFM, ENV SP

Project Manager

Professional Summary

Mr. Mark Frederick leads the Civil Engineering Group in Wood's Lakeland Office. He is experienced in leading multi-disciplinary project teams on a variety of infrastructure projects, including roadway and drainage improvements, stormwater retrofits, water/wastewater utility systems, parks and recreation projects, and site developments for federal, state, county, municipal, and private clients. Mr. Frederick manages projects at all stages throughout the project life cycle, from master planning and conceptualization to construction completion and permit close-out.

Experience

Community Development Block Grant Drainage Improvements Projects, Sumter County, Lake Panasoffkee, Florida. Engineer of Record.

Wood designed and permitted three drainage improvement projects near Lake Panasoffkee. The CR 439, CR 436, and CR 436A projects involved the design of new stormwater management ponds, storm sewer systems, and pavement resurfacing. The CR 412 project involved the reconstruction of a flood-prone roadway segment to elevate it above the 100-year flood elevation and installation of larger diameter cross drains. Responsibilities included project management, engineering design, and permitting.

Lake Gwyn Park, Polk County Parks and Recreation, Wahneta, Florida. Engineer of Record.

The Polk County Natural Resources Division occupies a lease of State owned property within the Wahneta Community of Unincorporated Polk County. As a complement to the recently completed Lake Gwyn Restoration project on the property, the County selected Wood to update the master plan of recreational amenities for the site. This process involved public outreach and public meetings. Wood has prepared construction plans and cost estimates for the entire park development as well as the Phase I construction limits. The preparation of the Phase I construction plans involved an evaluation of available Community Development Block Grant (CDBG) funding to maximize Phase I amenities. Wood is currently providing construction phase services for the project. Responsibilities included leading a multidisciplinary project team comprised of various Wood departments and subconsultants to meet an aggressive client schedule.

Bingham Street Stormwater Improvements, City of Eagle Lake, Florida. Engineer of Record.

This project involved the construction of a storm sewer system and stormwater management facility in a residential area of the City of Eagle Lake. The project was cooperatively funded by SWFWMD. Responsibilities included civil engineering design, permitting, utility coordination, and construction phase services.

Qualifications

Education

Master of Science, Civil Engineering, University of Florida, 2014

Bachelor of Science, Civil Engineering, Purdue University, 2005

Registrations/Certifications/Licenses

Professional Engineer, Florida No. 70671

Certified Floodplain Manager No. US-07-03155

FDEP Qualified Stormwater Management Inspector

FDOT Specification Package Preparation

Florida East Coast Railway Contractor

Envision Sustainability Professional

Experience

Wood: 2010

Industry: 2000

Memberships/Affiliations

Florida Engineering Society, Ridge Chapter State Director

National Society of Professional Engineers

American Society of Civil Engineers

Honors and Awards

Florida Engineering Society, Ridge Chapter, Young Engineer of the Year Award Recipient, 2008, 2009, and 2016

ASCE, Ridge Branch, Young Engineer of the Year Award Recipient, 2011

Michael Phelps, PE

Principal-in-Charge, Quality Assurance/Quality Control

Professional Summary

Mr. Michael Phelps has 26 years of experience with a wide variety of civil engineering projects. He has completed transportation projects, intersection improvements, utility system design, parks and recreational facility projects, and civil engineering for public facilities. Mr. Phelps is experienced in cost estimation, preparation of contract documents and specifications, project management, and field inspections.

He has managed several continuing contracts for engineering services for counties and cities. In that role, he has successfully prepared team management plans to properly staff multiple, concurrent task assignments to maintain schedules and budgets to meet client needs. He is highly-experienced in managing the overall contract as well as individual task assignments for municipal continuing services contracts.

Experience

Polk County Transportation Division, Polk County, Florida. Contract/Project Manager.

Responsible for several projects including stormwater management projects for roadways throughout Polk County. Projects include, Garden Grove Feasibility Study, West Hancock Street Drainage Improvements, Experiment Station Road Improvements, and Crystal Lake Drive Improvements.

Various Municipal Projects, City of Lakeland, Florida. Contract/Project Manager.

Responsible for municipal projects including stormwater management, water quality projects, parking studies, and construction inspection services. Most recently completed the award winning project, Lake Hollingsworth Westside Stormwater Treatment Project. This project included the preliminary project development, design and permitting, and construction phase services for roadway, pedestrian trail, and stormwater improvements.

Polk County Parks and Natural Resources Division, Polk County, Florida. Contract/Project Manager.

Involved in the successful completion of more than 40 projects. Representative projects include the Inwood Neighborhood Drainage Study and Improvements, Simmers-Young Park, Christina Park, Woodland Area Drainage Improvements, Garden Grove Drainage Improvements, Country Village Stormwater Master Plan, Circle B Bar Reserve Trail, Lake Gwyn Water Restoration and Flood Protection, Village Park Drainage Improvements, Red Hawk Neighborhood Drainage Improvements, and FEMA Hazard Mitigation Grant Funding (HMGF) assistance.

Various Municipal Projects, City of Eagle Lake, Florida. Project Manager.

Responsible for municipal projects and on-call services. Recent projects include the Eagle Avenue Stormwater Improvements and the U.S. 17 Sidewalk Improvement projects. The U.S. 17 Sidewalk Improvements were completed in accordance to FDOT and ADA requirements.

Qualifications

Education

Master of Science, Water Resources, University of Central Florida, 1994

Bachelor of Science, Civil Engineering, University of Central Florida, 1992

Registrations/Certifications/Licenses

Professional Engineer, Florida No. 53315

Experience

Wood: 2011

Industry: 1994

Memberships/Affiliations

American Society of Civil Engineers, Florida Section President, 2007-2008

Florida Engineering Society
Florida Floodplain Managers Association

American Water Resources Association

Lakes Education Action Drive

National Society of Professional Engineers

Software/Skills

Modeling: SWMM, HEC-1, HEC-2, HEC-RAS, HEC-HMS, HEC-6, HEC-UNET, AdICPR, WSPRO, ACES

WaterCAD

ArcView GIS

David Butcher, PE, LEED AP

Roadway

Professional Summary

Mr. David Butcher is a Senior Civil Project Manager with 26 years of experience. He serves as a lead project engineer on many public and private projects dealing with all aspects of civil engineering including: water resources, general civil, roadway design, potable water and sanitary sewer design, lift station designs, bridge scour analysis, bridge hydraulic reports, and permitting with multiple agencies throughout Florida. In addition, Mr. Butcher excels at assisting our clients with public meetings and project education to both permitting agencies and constituents. His award-winning design work has been recognized for its excellence and contribution to community rehabilitation.

Experience

Community Development Block Grant Drainage Improvements, Sumter County, Florida. Quality Assurance.

Provided engineering services for the design, permitting, and construction plans and specifications for the design of drainage improvements to relieve stormwater flooding. The design focused on roadways for three separate projects. The projects were located at the intersection of CR 470 and CR 439, CR 436 and CR 436A, and CR 412 and CR 470. In addition to drainage improvements the projects included plans for the resurfacing of CR 436 and CR 436A. This was a CDBG-funded project.

Neighborhood Revitalization, City of St. Cloud, Florida. Project Manager.

Developed a multi-phase stormwater master plan with improvement projects designed to eliminate the downtown residential area's drainage problems. Designed, permitted, and completed construction for phase I improvements and completed the design for phase II which included the reconstruction of approximately 10 miles of city streets. The design included geotechnical evaluation of the existing base, removal of up to 5-foot-deep muck sections, changing the roadway profile to provide the optimal stormwater management system, and providing an urban typical section with 11-foot travel lanes and curb and gutter. Water and sanitary sewer utilities were relocated to provide room for the new stormwater management system. Project elements included topographic survey, right-of-way control mapping, roadway plans, drainage plans, signing and pavement marking plans, utility design, permitting, bidding, and construction administrative assistance. This was a CDBG-funded project.

Carver Heights Community Retrofit, City of Leesburg, Florida. Project Engineer.

Responsible for all aspects of the project design and permitting including watershed modeling, surveying, plans and specifications, GIS support, public education and involvement, and geotechnical and environmental services for a 10-acre multifunctional stormwater facility. Project incorporated water quality improvements, grant application, re-design of the drainage system, park and recreational facility design, wetland creation, and community involvement. Was able to secure funding through SWFWMD to convert the project into a community stormwater park complete with walking paths, boardwalks, fountains, and picnic facilities. Also assisted the City in securing \$4 million in total funding including CDBG funding.

Qualifications

Education

Bachelor of Science, Civil Engineering, University of South Florida, 1995

Registrations/Certifications/Licenses

Professional Engineer, Florida No. 55431 and Idaho No. 17134

LEED Accredited Professional

Experience

Rejoined Wood: 2008

Wood: 1999 to 2004

Industry: 1994

Memberships/Affiliations

American Society of Civil Engineers

Chi Epsilon National Civil Engineering Honor Society

Florida Redevelopment Agency

American Water Works Association

American Public Works Association

U.S. Green Building Council

Honors and Awards

Community Award for Excellence – Hillsborough County Planning

Jeffrey PeQueen, PE, CFM, CPSWQ

Roadway

Professional Summary

Mr. Jeffrey PeQueen is a dedicated professional with 31 years of experience in civil engineering and project management. He has extensive experience with all aspects of storm sewer design, stormwater design and permitting, wetlands permitting, hydrologic and hydraulic modeling, flood studies, and FEMA map revisions. His continued expertise in stormwater issues has allowed him to forge strong long-term relationships not only with his clients but also with the regulatory agencies such as the Florida Department of Transportation (FDOT), Southwest Florida Water Management District (SWFWMD), St. Johns River Water Management District (SJRWMD), U.S. Army Corps of Engineers (USACE), Florida Department of Environmental Protection (FDEP), as well as various municipalities and counties.

Experience

Old Dixie Highway Sidewalks, Polk County Roads and Drainage Division, Auburndale, Florida. Project Manager.

Provided drainage analysis, design and permitting services for phased sidewalk projects. Following 2 pedestrian deaths, designed retrofit sidewalk additions to provide safe walking path along heavily-traveled rural road. Addition of sidewalks necessitated drainage improvements, incorporation of French drains, offsite storm water attenuation pond, eliminating existing drainage inadequacies, addition of flumes, and a pedestrian bridge. Accelerated design and permitting timeframes to meet ambitious schedule before start of school.

Woodland Area Drainage Improvements, Polk County Parks & Natural Resources, Lakeland, Florida. Project Manager.

Provided comprehensive stormwater analysis, flood routing, modeling and design, as well as construction administration for retrofit of approximately 340-acre drainage area subject to persistent flooding in the Saddle Creek area. The primary causes of the flooding to be addressed were that the area was built in a historic slough; existing storm sewers and ditches were vastly undersized; and the area receives discharge from 150 acres through double 6-feet by 4-feet box culverts draining from FDOT right-of-way with inadequate receiving capacity. Designed improved storm sewer system (up to 72 inches equivalent pipes); multiple surge ponds; upgraded box culvert and improved ditches; as well as appropriate wetland mitigation to resolve the flooding concern.

Central Avenue Drainage Improvements, City of Lakeland, Florida. Project Manager.

Provided comprehensive stormwater modeling, design, and permitting as well as construction services for reconstruction of approximately 0.5 miles of City roadway subject to routine and hazardous flooding. Driving surface was narrowed, innovative offset manholes, and inlet bottoms were designed to allow for new storm sewer trunk line and inlets while avoiding a gas line, a newly-constructed sidewalk, and an old clay sanitary sewer as well as a 36-inch sanitary trunk line. Flooding has been eliminated.

Qualifications

Education

Master of Science, Biomedical Engineering, University of South Florida, 2006

Master of Environmental Engineering, University of Florida, 1991

Bachelor of Science, Physics, Furman University, 1987

Registrations/ Certifications/Licenses

Professional Engineer, Florida No. 47664, Maryland No.

46145, Pennsylvania No.

PE082834, Alabama No.

34975, Georgia No. 040811

Certified Floodplain Manager

Certified Professional in Storm Water Quality

Experience

Wood: 2011

Industry: 1989

Memberships/Affiliations

Association of State

Floodplain Managers

Software/Skills

Modeling: ICPR, HEC-RAS,

PONDS, BRN, MODRET

Hydraflow Storm Sewers

Honors and Awards

MENSA

Phi Beta Kappa

Timothy Kelly, PE, CPSWQ, CPESC

Stormwater

Professional Summary

Mr. Timothy Kelly is a certified Professional Engineer with 32 years of experience spanning the realm of civil engineering design representing city, municipal, private, county, and state clients. Mr. Kelly previously served as a stormwater regulatory reviewer where he permitted, inspected, and evaluated the performance of stormwater BMPs. His experience with capital improvement, redevelopment, and infill development projects includes all aspects of civil design including roadway and pedestrian transportation improvements, potable water distribution, wastewater collection and transmission, and utility conflict management. Many of the public works projects Mr. Kelly has managed have required interaction with the public including public meeting participation. Mr. Kelly has been responsible for the preparation of the exhibits and presenting the information to the public at many of these meetings. He has developed an effective way of turning technical jargon into terms the general public understand.

Experience

Lake Worth Drainage Improvements, City of Lake Wales, Florida. Project Manager.

Responsible for plans and specifications preparation for a flood-prone roadway in the City. This CDBG project required innovative design to avoid time-consuming CSX permitting and succeeding in avoiding expected roadway closures and reconstruction. Wood improved the level of service significantly for the road and incorporated water quality to comply with the NPDES MS4 permit. Watershed modeling was performed in support of the SWFWMD ERP permitting process. Treatment train of a dry retention facility (for particulates deposition) in front of a french drain system was specified and is very effective at reducing the pollutant load. The project was completed ahead of schedule and under budget.

Inverness Downtown Redevelopment, City of Inverness, Florida. Senior Project Engineer.

Responsible for drainage design, drainage permitting, roadway plans, utility adjustments, plan preparation, cost estimation, technical specifications, and construction management for this CDBG-funded project (grant-funded). French drain systems were specified on this project due to the limited available space for drainage. The stormwater pollution prevent plan and construction inspections were tailored to protect the french drain during the construction process to ensure an extended life for the system.

Tanglewood Lane Design and Permitting, Hillsborough County, Tampa, Florida. Project Manager.

This capital improvement project is for the elimination of frequent flooding and improving the drainage level of service on several roadways in the Town and Country area. Project tasks included design and permitting of a regional drainage improvement project. Improvements include the addition of a large 60 inch storm sewer, drainage inlets, utilities relocations, and roadway improvements. Design scope includes survey, subsurface utility engineering, modeling, final design, permitting, and limited construction management assistance. Utility coordination was critical for the success of this project due to the highly developed condition of all of the rights-of-way that the storm sewer had to traverse. Wood also assisted with the preparation of a funding grant application that was successful for Hillsborough County. The project construction is nearly completed.

Qualifications

Education

Bachelor of Science Engineering (Agricultural Engineering), University of Florida, 1984

Classes taken for M.S.C.E.

Registrations/Certifications/Licenses

Professional Engineer, Florida No. 44721, Alabama No. 32848-E

Certified Professional in Stormwater Quality No. 0338

Certified Professional in Sediment and Erosion Control, CPESC No. 6267

FDEP Certified Storm Water Management Inspector No. 104

Experience

Wood: 1990

Industry: 1986

Memberships/Affiliations

Florida Stormwater Association

Professional Development

Confined Space Entry and Rescue

Proposed Florida Statewide Stormwater Rule Water Quality Calculation Methodology

Software/Skills

Hydrologic & Hydraulic: ICPR, HY-8, TR-20, TR-55, BRN, RRN, Modified Rational Hydrologic Modeling

John Cawthron, PE

Stormwater

Professional Summary

Mr. John Cawthron is a Professional Engineer, licensed through the Florida Board of Professional Engineers. Currently, he is serving as a project engineer within Wood's Central Florida's Civil Engineering Department. Mr. Cawthron's background primarily includes drainage improvement projects, water quality improvement/retrofit projects, site development projects, bridge replacement hydraulic analysis, water quality monitoring, pollutant loading analysis, co-managing sub-consultant resources, management of large data sets (database format), and engineer cost estimating. Field engineering experience includes stormwater facility and outfall inspection, CCTV inspections and rating assessment utilizing the NASSCO Pipeline Assessment criterion, construction inspection, maintenance of traffic (MOT), and site surveying. He has a large amount of experience relative to NPDES through working for the Florida Department of Transportation (FDOT), Florida government agencies, and various private entities throughout Florida. Additionally, he has water quality design experience involving Biosorption Activated Media (BAM) in an upflow filter box application.

Experience

Wahneta Infrastructure Master Plan, Polk County, Florida. Staff Engineer.

Comprehensive infrastructure analysis within the Wahneta Community. The 1,570± acre Wahneta Community is located between the cities of Lake Wales and Winter Haven in unincorporated Polk County. The report focused on evaluating public infrastructure within the community including 27 miles of roads, drainage infrastructure, sidewalks, and upgrades to infrastructure deemed critical for compliance with the Americans with Disabilities Act (ADA). The study evaluated, cataloged, and rated the infrastructure assets and also identified future projects to address deteriorating assets and needs identified by local residents. The study prioritized the proposed roadway, drainage, and pedestrian improvement projects with considerations to safety, benefits, and cost for the County to review and include in the capital improvement project (CIP).

Cranberry Lane Drainage Improvements, Hillsborough County, Florida. Staff Engineer.

Hydrologic and hydraulic analysis was conducted to support six conceptual design options, proposed to the County in a Project Development and Evaluation (PD&E) report, to lessen/eliminate flooding in a neighborhood which currently experiences more than 12 inches during large storm events. A meeting was conducted with the County, to discuss the report and select an option based on cost, drainage reduction, and community impact. Drainage design for the selected option included components inside the neighborhood, along the adjacent County roadway, and excavation down-gradient to avoid adverse impacts to the receiving system. A proposed pump station was implemented into the design, which will create additional storage volume and lessen the duration of high stages for the Lake Meade regional system during large storm events.

Beauchamp Avenue Improvements, City of Dade City, Florida. Staff Engineer.

Assisted in conceptual design of proposed site plan, including minor revisions to south pond and north pond expansion, as well as design of proposed cul-de-sac, to accommodate fire trucks. Primary design criteria utilized was obtained at project kickoff meeting with the City.

Qualifications

Education

Bachelor of Science, Civil Engineering, Florida Gulf Coast University, 2013

Registrations/Certifications/Licenses

Professional Engineer, Florida No. 85317

FDEP Florida Stormwater Erosion and Sedimentation Inspector

Heartsaver CPR AED/First Aid
Confined Space Entry and Rescue

CSX Contractor Safety and Roadway Worker Protection

Experience

Wood: 2013

Industry: 2012

Memberships/Affiliations

American Society of Civil Engineers - Ridge Branch Chapter (President: 2014-2015; Chair, Younger Members: 2014-Current)

Honors and Awards

Young Engineer of the Year (ASCE Ridge Branch, 2013)

Software/Skills

ICPR v3.10 Service Pack 11

BMPTRAINS 8.6

PONDS 3.2 Application Suite

EPA SWMM 5.1

HCSWMM (Hillsborough County modified SWMM 4.31)

LoggerNet / RTMC Pro

Hydraflow Storm Sewers

Extension for AutoCAD Civil 3D

Rebecca Vanderbeck, PE

Sustainability

Professional Summary

Ms. Rebecca Vanderbeck has more than 18 years of experience in environmental engineering, including management of utilities and infrastructure improvement projects, stormwater control and site civil design, resiliency planning, site investigations and soil characterization, environmental compliance and permitting, and other aspects of environmental engineering design. In addition to her experience in consulting, Ms. Vanderbeck has served as Environmental Programs Engineer for Midwest Airlines and Assistant City Engineer for the City of Clermont. Through her experience, Ms. Vanderbeck has also been involved in identification of climate change risks and opportunities and the development of greenhouse gas emissions inventories. She has worked with clients developing sustainability programs and engaged with stakeholders on both municipal and private projects. Ms. Vanderbeck is currently serving as the project manager for sustainability and resiliency planning projects for the City of St. Augustine, Florida.

Experience

Resilience Planning and Implementation, City of St. Augustine. Project Manager.

Working with the City to develop a resilience plan that will allow the City to embed resilience into critical infrastructure within the City, proactively address shocks and stresses that can impact the City, and drive implementation of projects that can have the greatest impact across the social, economic, and environmental areas for the citizens of St. Augustine. Also working with the City on the development of a project resiliency scorecard for use in prioritizing and evaluating capital improvement projects.

McCoys Creek Restoration Plan, Groundwork Jacksonville. Contract Manager/Client Liaison.

The goal of the McCoys Creek Master Plan is to provide natural channel design and bioengineering treatments for restoring approximately 2.8 miles of McCoys Creek from Hollybrook Park to the St. Johns River. The restoration is aimed at improving the waterway's health and function, habitat for wildlife, flooding, water quality, and aesthetics, while considering where recreational amenities and green and natural stormwater remedies can be incorporated. The Master Plan was completed in February 2019 and further design of the creek restoration and recreation amenities are proceeding in phases as new task orders come from Groundwork Jacksonville and the City of Jacksonville.

Downtown Waterfront Resiliency Master Plan, City of Fernandina Beach. Project Manager.

Working with the City to develop a resilience plan that will enable Fernandina Beach to efficiently and effectively plan future infrastructure investments to ensure the preservation and protection of its historic coastal downtown area from the effects of rising sea levels. The Plan will be comprised of data, analysis, and recommendations to enable Fernandina Beach to systematically understand and prepare for the impacts of existing and future downtown flooding which results from high-tide events, storm surge, flash floods, and sea level rise combined with stormwater runoff and subsidence hazards.

Qualifications

Education

Bachelor of Science,
Environmental Engineering,
University of Central Florida,
2001

Registrations/ Certifications/Licenses

Professional Engineer Florida
No. 64804
40-hour HAZWOPER
Institute for Sustainable
Infrastructure Envision
Sustainability Professional

Experience

Wood: 2016
Industry: 2001

Professional Development

Stormwater Professional
Development Course
(Federation of Environmental
Technologists, Wisconsin)
Sustainability Professional
Development Course
(Federation of Environmental
Technologists, Wisconsin)

Lee Walton, AICP

Planning

Professional Summary

Mr. Lee Walton, a Certified Planner with a background in architectural design, has 20 years of local government planning experience. He manages the planning group within Wood's Atlanta office, and is responsible for strategic planning, marketing, performance reporting and interdisciplinary coordination. He serves in the roles of project manager, planner, and designer for projects of public and private sector clients. Key areas of specialty include comprehensive planning and zoning, master planning, redevelopment planning, recreation planning, industrial planning, transportation planning, grant writing/administration, urban design, facility planning, architectural design, and public involvement. In conjunction with dozens of projects in recent years, he has planned, organized and facilitated hundreds of public and stakeholder involvement efforts of all types, including charrettes, open house presentations, visual preference surveying, focus group meetings and stakeholder interviews. Award-winning projects managed by Mr. Walton include the City of Chamblee Livable Centers Initiative (LCI) Plan (awarded Georgia Planning Association's Outstanding Planning Document, 2000); City of Prichard Comprehensive Plan (awarded Alabama Planning Association Outstanding Comprehensive Plan, 2006); Gallatin General Development and Transportation Plan (awarded the Greater Nashville Regional Council's Local Government Planning Award, 2009); and the East Hill Neighborhood Revitalization Plan (awarded Tennessee Chapter of the APA Outstanding Planning Award for a Project/Program/Tool, 2010).

Experience

Florida Polytechnic University Campus Master Plan, Lakeland, Florida. Lead Planner.

Mr. Walton served as lead planner for completion of detailed analysis of campus development goals/objectives, assessed impacts of campus development on adopted level of service standards, and prepared campus master plan update document for University review and approval.

Hapeville Bicycle/Pedestrian System Master Plan, City of Hapeville, Georgia. Project Manager.

Assessment, public involvement and development of recommendations for strategic improvements to establish connected bicycle and pedestrian infrastructure in a metro Atlanta community. The plan was coordinated with parks and recreation system master planning, with focus on improving bicycle and pedestrian connectivity among city parks properties.

Tifton Downtown Wayfinding and Interpretive Signage Program, Tifton, Georgia. Project Manager.

Prepare conceptual plans, preliminary designs, final designs, budget estimates and bid documents for a family of wayfinding and interpretive signage that is currently being implemented in Historic Downtown Tifton. The family of signage includes directional signs, informational/interpretive kiosks, parking signs, gateway monuments and historic markers. The coordinated design for the signage family was recognized with the Design Improvement Program award by the Georgia Downtown Association.

Qualifications

Education

Master of City Planning, Georgia Institute of Technology, Specialization in Urban Design, 1997
 Bachelor of Science, Architecture, Georgia Institute of Technology, 1994
 Paris Program for International Study in Architecture, Georgia Institute of Technology/L'Ecole d'Architecture de La Vilette Paris, France, 1994

Registrations/Certifications/Licenses

Certified Planner, AICP No. 016080

Experience

Wood: 2005
 Industry: 1998

Memberships/Affiliations

American Institute of Certified Planners
 American Planning Association
 Georgia Planning Association

Charles Gardiner, PLS, CFedS

Survey

Professional Summary

Mr. Charles Gardiner has 36 years of experience in a wide range of surveying and mapping activities, including management and execution of projects for both private and public sector clients. His extensive technical background accentuates his ability to manage personnel and projects effectively. He is currently the Operations Manager of the Surveying and Mapping department for Wood's Orlando, Florida office. In this capacity, he is tasked with the management of personnel and resources, scheduling and tracking of projects, and quality assurance within the department. He has specific expertise in geodetic surveying (conventional and GPS), route/design surveying and mapping, boundary surveying, and a background with an emphasis on the new technologies, including GNSS, GIS, and LiDAR being utilized for the surveying and engineering professions.

Experience

Stormwater Infrastructure Surveying and Mapping, Seminole County, Florida. Project Manager.

Surveying and GIS services under three-year contract for county-wide stormwater infrastructure mapping initiative, providing: land surveys, maintenance maps; right-of-way location surveys; legal descriptions; ground truthing for aerial topography; and cross-sections. Initial location is at Dodd Road and involves 1,000 feet of channel, one structure/pipe combination, and one-acre pond. Responsible for daily management of field and office operations, communications and coordination with client and staff, preparation of GIS deliverables.

Orange County Continuing Surveying Services, Orange County, Florida. Project Surveyor.

Has served as a Project Surveyor and QA/QC Surveyor to the County since 1999 in support of various County departments including Capital Improvements, Public Works, Parks and Recreation, Real Estate, and Roads and Drainage. Representative assignments have included geodetic control densifications, topographic surveys, utility route surveys, photogrammetric survey control, lift station surveys, preparation of legal descriptions, and GIS inventory mapping. Representative projects have included Ribs 6 boundary and topographic survey and Wallace Road 1.3-mile force main survey.

Continuing Surveying and Mapping Services Contract, Southwest Florida Water Management District, Florida. Project Manager/Surveyor.

Since 2007 under two successive contracts, has supported the District's program of migration of hydrological monitoring stations from NGVD29 to NAVD88. Assignments have included geodetic control surveys, specific purpose surveys, and calibration of existing hydrological monitoring stations.

Statewide Continuing Surveying and Mapping Services Contract, Florida Department of Environmental Protection, Florida. Project Manager/Surveyor.

Has served as project manager since 1995 under five successive contracts. Work under these contracts has involved land acquisitions, land management, and land restoration projects associates with the state's land acquisition programs to include Save our Rivers, Rails to Trails, Conservation and Recreational Lands (CARL), P-2000, and Florida Forever.

Qualifications

Education

Bachelor of Science,
Surveying and Mapping,
University of Florida, 1987
Associates of Science, Civil
Engineering, Central Florida
Community College, 1984

Registrations/ Certifications/Licenses

Professional Land Surveyor,
Florida No. LS5046, North
Carolina No. L4598, South
Carolina No. 27735, Missouri
No. 2011017289, Louisiana
No. 5077, Oklahoma No.
LS1836, Ohio No. PS8614,
Indiana No. LS21500006
Certified BLM Federal
Surveyor, No. 1475
Terrestrial Laser Scanning
Standards of Practice
Surveying Water Bodies and
MHW Lines
Geographic Information
Systems
Starting and Operating a
Surveying Business
Swamp and Overflow Lands
CERP Vertical Controls
Bureau of Land Management
Certified Federal Surveyor
Training

Experience

Wood: 1988
Industry: 1982

Memberships/Affiliations

American Congress of
Surveying and Mapping
National Society of
Professional Surveyors

Todd Boehmer, PE

Construction Engineering & Inspection

Professional Summary

Mr. Todd Boehmer has been a valued asset at Wood since 1991. He has focused most of his talents in the consulting business over the course of nearly three decades by performing a wide range of construction and geotechnical engineering assignments. The construction portion has included monitoring and quality control testing for numerous roadway, utility, structure, and airport projects. This line of work has also utilized his office engineer and project engineer expertise for numerous FDOT CEI and testing services, including pile installation, pile load testing, post tensioning, and steel inspection. He has experience and knowledge on the following processes: concrete pavement construction, concrete pavement joint cleaning and sealing; asphalt roadway milling, resurfacing, and widening; concrete, bascule, and steel bridges; mechanically stabilized earth walls; geosynthetic reinforced earth slopes; precast noise walls, drainage; signalization; highway lighting; high mast lighting; signing; striping; wetland mitigation; and landscaping. His responsibilities have included design phase reviews; utility reviews and coordination; conducting regular project coordination meetings with the contractor, subcontractors, and utility companies; CEI and materials testing; contract administration; and contractor negotiations.

Experience

Cypress Gardens Boulevard (SR 540), Add Lanes and Widening/Reconstruction Project, Florida Department of Transportation District 1, Winter Haven, Florida. CEI Senior Project Engineer/Project Engineer.

Responsible for managing this \$8.4-million, 750-day contract which included a 500-foot concrete bridge, 550-foot permanent steel sheet pile wall filling a portion of a lake, four mechanically stabilized earth (MSE) walls, extensive storm drainage, signals, lighting, signing, striping, water, and sewer components. Provided consulting engineering, construction management of subcontractors, and construction inspection of soils, concrete, structural concrete piles, and asphalt for expansion of a two-lane road to four lanes for a distance of 1.5 miles adjacent to two environmentally sensitive lakes and bridging a third. Received the 2002 FDOT/ Florida Transportation Builders Association Best in Urban Construction Award.

Rural Residency Construction Engineering Inspection Support, Florida Department of Transportation District 1, Lake Placid, Florida. Resident Construction Engineer.

Oversaw this five-year contract which encompassed 38 projects and a \$90-million construction cost. Responsible for the team of 20+ performing all functions of a resident construction office including design phase reviews, utility reviews and coordination, CEI, and contract management. Various types of projects included resurfacing, widening, new roadway, signalization, minor bridges, wetland mitigation, and sidewalk enhancements. Performed CEI or oversight CEI for five design-build projects including 70 miles of bike trails with three 170- to 200-foot bow truss pedestrian bridges, 75 miles of National Engineering Award winning cable barrier safety system, urban reconstruction/widening, and fabric-formed concrete riprap slope stabilization. CSX railroad involvement on the U.S. 441 project in Okeechobee County and U.S. 27 project in Glades County.

Qualifications

Education

Bachelor of Science,
Geological Engineering,
University of Arizona, 1985

Registrations/ Certifications/Licenses

Professional Engineer, Florida
No. 42478

TIN B56080163

FDOT CTQP QC Manager
(Course and Exam)

FDOT CTQP Final Estimates
Level I and II

ATSSA Certified Advanced
Work Zone Traffic Control

MAC Training

Project Solve Training

FDOT Project Engineer School

FDOT CEI Consultant Training
Series

FDOT Engineering Menu
including Earthwork

FDOT Training – MAC, LIMS,
Site Manager, CPPR, Signing,
MOT

FDEP Storm Water, Erosion
and Sedimentation Control
Inspector

CCEI Construction Project
Manager Training

Contract Interpretation and
Claims Analysis Course

Claims Avoidance Training

Experience

Wood: 1991

Industry: 1985

Timothy Howard

Construction Inspector

Professional Summary

Mr. Timothy Howard is a Construction Inspector with Wood's Construction Engineering and Inspection department. He has a variety of construction administration project experience and specializes in site development, specifically drainage and stormwater projects. Mr. Howard has eight years of experience with the U.S. Navy Seabees providing drafting and surveying services. He has also managed commercial and retail construction projects where his responsibilities included estimation, bidding, and project management.

Experience

US 41 (SR 45) from Salford Blvd to Sumter Blvd Reconstruction Project, Construction Engineering Inspection, Florida Department of Transportation District 1, Sarasota County, Florida. CEI Inspector.

Responsible for CEI services for 1.0 mile of roadway reconstruction improvements to US 41 of North Port's main shopping district. Contract improvements include widening the roadway from an existing four-lane divided rural section to a six-lane divided suburban section. It includes milling and resurfacing between 19 and 24 feet of existing pavement, and widening 11.5 feet to the inside with curb and gutter and a raised median. Improvements also included widening 17 feet to the outside with a 6.5-foot inside shoulder and a 10-foot outside shoulder, a 6- or 8-foot sidewalk, and roadside ditches. The project also included regular excavation; embankment; optional base groups 01, 05, and 09; drainage improvements; signalization; highway lighting; bus pads; and signing and markings.

SR 35 (U.S. 17) from CR 760A to Heard Street Reconstruction Project, Construction Engineering Inspection, Florida Department of Transportation District 1, DeSoto County, Florida. CEI Inspector.

Performed CEI services for 3.3 miles of roadway reconstruction and widening from two to four lane divided. Contract improvements include extensive drainage, ponds, a new bridge for Joshua Creek, 5 JPAs for water, and force main for the City of Arcadia and DeSoto County. The project also includes two smaller milling and resurfacing projects north of this project and includes milling, resurfacing, widening, guardrail, sidewalk, noise barrier wall installation, signage, and pavement markings. This project also has extensive utility coordination needs for FPL, Comcast and CenturyLink existing facilities in conflict with numerous proposed new facilities.

NPDES Districtwide Consultant, Florida Department of Transportation District 7, Florida. Engineering.

Conducted stormwater management facility inspections and completed the associated NPDES database updates. Inspected FDOT's MS4 adjacent to high risk facilities in accordance with FDOT's SOPs. Conducted major outfall inspections as required by the MS4 permit and FDOT SOPs. Provided construction inspection for contracts that provide maintenance and reconstruction to various MS4 elements including stormwater ponds and canals. Responsibilities included documenting the quantities of materials removed from these contracts so that nutrient pollutant loads removed from the watersheds can be documented in support of the MS4 permit and TMDLs, where applicable. Also responsible for design and quantity estimates as well as maintenance work oversight for the pond.

Qualifications

Education

Bachelor of Science, Civil Engineering, Construction, University of Wisconsin, 2004

Bachelor of Science, Industrial Technology Management, Building Construction Management, University of Wisconsin, 2004

Registrations/Certifications/Licenses

TIN H63080371

FDEP Stormwater Erosion and Sedimentation Control

FDOT CTQP Intermediate Maintenance of Traffic

Confined Space Entry

FDOT CTQP Earthwork

Construction Inspection Level II

FDOT CTQP Asphalt Paving Level II

FDOT CTQP Concrete Level I

Stormwater Operator Level I

Nuclear Gauge Safety

Experience

Wood: 2004

Industry: 1999

Alexander Rojas, PE, AVS, CWI

Construction Materials Testing

Professional Summary

Mr. Alexander Rojas is a Project Manager/Group Supervisor with more than 19 years of experience. Mr. Alexander Rojas has managed and provided project coordination and engineering services for various geotechnical and CMT engineering-related projects in Florida. These projects have ranged from residential structures and commercial developments to state roadways, bridges, office buildings, parking garages, and government facilities. Services provided by Mr. Rojas have involved all aspects of project proposal, price estimating, and project management, including planning and execution of materials testing contracts, roadway construction projects, geotechnical field explorations, soil/rock sample classification, and laboratory testing.

Experience

Miami Dade Expressway Authority-Materials Engineering and Testing Services for SR 836 Operational, Capacity and Interchange Improvements, MDX, Florida. Project Manager.

Responsible for verification materials testing services.

Palazzo Del Sol Project, PDS Development, LLC, Fisher Island, Miami, Florida. Special Inspection Engineer.

Palazzo Del Sol will be the first new condominium complex on Miami's exclusive Fisher Island since 2014. Wood is performing special inspections and CMT services for the construction at the site.

Safe Routes to Schools Infrastructure Improvements for Pinecrest Elementary School and Palmetto Elementary, Village of Pinecrest, Florida. CEI Project Administrator.

The project consist of applying the Florida's Safe Routes to School Infrastructure for Pinecrest and Palmetto Elementary School.

NW 74th Street from NW 87th Avenue to SR 826, Miami-Dade County, Florida. Project Manager.

Responsible for verification materials testing services. The project consists of widening the existing road from five lanes to six lanes, with bike lanes, drainage system, pavement marking and signage. Project included verification field and laboratory testing services.

Ravenswood Bus Maintenance Facility, Broward County, Florida. Laboratory Engineer.

Responsible for construction materials testing.

I-595 Corridor Roadway Improvement, Broward County, Florida. QC Manager.

Responsible for all necessary action for implementation of the QC plan. This includes administering, implementing, and monitoring the processes to ensure the compliance with the contract documents. Daily activities include material testing and inspections and placement in accordance with the applicable specifications. This project consists of an Expressway interchange to the I-595/I-95 interchange in central Broward County, Florida. Total project length along I-595 is approximately 10.3 miles and includes the reconstruction, addition of auxiliary lanes, resurfacing of the I-595 mainline (including associated improvements to frontage roads and ramps), and a new reversible express lanes system in the I-595 median.

Qualifications

Education

Master of Science,
Construction Management,
Florida International
University, 2016

Bachelor of Science,
Mechanical Engineering,
Central University of Las
Villas, 1995

Registrations/ Certifications/Licenses

Professional Engineer, Florida
No. 75704, New Hampshire
No. 13854

Certified Welding Inspector,
Florida No. 08061141

Associate Value Specialist,
SAVE, No. 201511029

TIN: R220000730010

PCI Level I and II

FPCA/CMEC – 450
Specification

FDOT CTQP Quality Control
Manager

FDOT CTQP Final Estimates
Level I and II

FDOT Advanced Maintenance
of Traffic

FDOT CTQP Asphalt Plant
Level I and II

FDOT CTQP Field Technician
Level I

FDEP Qualified Stormwater
Management Inspector

Critical Structures

OSHA 10 hours Construction
Safety and Health

Experience

Wood: 2008

Industry: 1995

Michael Lewkutz

Construction Materials Testing

Professional Summary

Mr. Michael Lewkutz has more than 16 years of experience as a construction materials engineering technician. Mr. Lewkutz possesses engineering project management experience and has assisted Professional Engineer's in developing take-offs and proposals for construction materials testing projects. He has estimated projects and submitted proposals based on a project's scope of work and contract documents and has represented the company at various meetings. He has worked collaboratively with internal and external teams to ensure successful project outcomes. Mr. Lewkutz possesses extensive training and experience in soils, concrete, and asphalt construction testing procedures - both on-site and in the laboratory. He is knowledgeable of all applicable ASTM and AASHTO standards.

Experience

Arden Development, Phillips & Jordan, Loxahatchee, Florida. Engineering Technician.

The project included an asphalt pavement coring evaluation. Generated a proposal, which included a cost estimate and scope of services. Worked closely with the client to develop a coring layout plan. Performed laboratory analysis of cores and submitted a detailed report to client. Reviewed and submitted client invoices consistent with the contract documents.

Village of Royal Palm Beach, Village Engineer, Royal Palm Beach, Florida. Engineering Technician.

Provided asphalt plant and roadway inspection services. Monitored budget, as well as reviewed and submitted client invoices consistent with the contract document.

Districtwide Construction Materials Contract, Florida Department of Transportation Districts 4 and 6, South Florida. Asphalt Plant Technician.

Responsible for field and lab verification testing for asphalt.

SR 821 (HEFT) Widening from North of SW 184th Street (Eureka Drive) to South of SW 104th Street/SR 990 (Killian Parkway) Design/Build, Florida Department of Transportation/Florida Turnpike Enterprise, Miami-Dade County, Florida. Asphalt Plant Technician.

The project is a 1,148 -day design/build contract at a cost of \$145.3 million. The project includes the design, widening, and reconstruction of SR 821, the Homestead Extension of the Florida Turnpike (HEFT) from eight lanes to twelve lanes, including four new bridges, two third-level bridges, and seven bridge widening tasks.

Widen HEFT Killian/SW 104th St. (MP 19.0) to Sunset/SW 72nd St. (MP 21.9) Design/Build, Florida Department of Transportation/Florida Turnpike Enterprise, Miami-Dade County, Florida. Asphalt Plant Technician.

The project is a 1,586-day design/build contract at a cost of \$74.1 million. The project includes the design, widening, and reconstruction of SR 821, the Homestead Extension of the Florida Turnpike (HEFT) from six lanes to ten lanes.

Qualifications

Education

Associate Degree,
Architectural Drafting,
New England Institute of
Technology, 1998

Registrations/ Certifications/Licenses

TIN: L232544771320

FDOT CTQP Asphalt Plant
Technician Level I and Level II

FDOT CTQP Asphalt Paving
Technician Level I and II

FDOT CTQP Quality Control
Manager

Experience

Wood: 2017

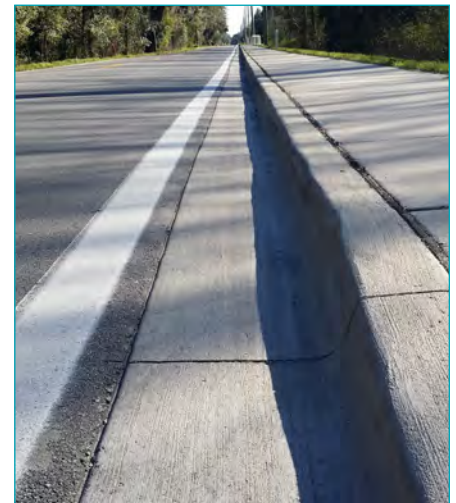
Industry: 2001



Tab 5

Approach to Task

Approach to Task



Wood understands that the scope of work for this contract will be to provide professional services related to roadway and paving improvements, as well as stormwater facility improvements for CDBG funded neighborhood revitalization project areas.

Understanding of Scope

Wood can provide full support with the capacity to handle all engineering services for this project as well as the bidding, construction administration, and construction observation services that will be involved. The Wood project team is comprised of staff having extensive roadway, drainage and stormwater-related project design and construction experience. Our team includes individuals authorized in the State of Florida as Certified Professionals in Stormwater Quality (CPSWQ). We are recognized around the state for having the experience and qualifications necessary to efficiently and effectively plan, design, and implement stormwater related projects including stormwater retrofits. The Wood team is committed to performing our services as an extension of City staff and being available to fully support the City on this very important project.

Our goal is to understand our clients' objectives, listen, communicate frequently, and accomplish our project tasks professionally, timely, and within budget. Wood has successfully completed thousands of similar projects throughout Florida and the US and has earned an excellent reputation for delivering quality projects and services.

Project Approach

For this assignment, the Wood team will begin with a kickoff meeting that will include City staff, the City's grant administrator, and key Wood project team members. This meeting will allow the City to clearly define the project goals and the grant administrator to confirm the grant requirements. All existing information gathered by the City about the project will be shared with the project team for evaluation.

The Wood project team will then provide a project scope and budget to the City identifying all tasks and permits required to complete the project. The City and the grant administrator will review the project scope and verify that all of the City and grant objectives are included in the scope of services. The following sample approach is an example of how we have successfully completed a range of CDBG engineering projects.

Task 1: Project Kickoff Meeting

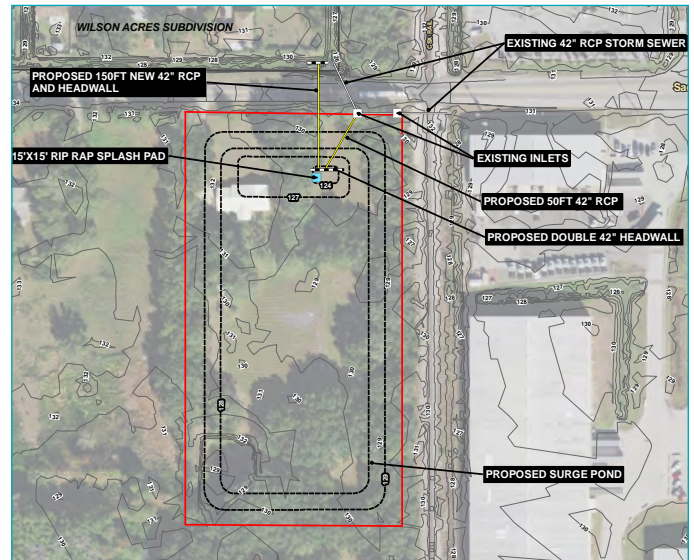
This task includes coordination with the City of Polk City to confirm that Wood has taken delivery of all available information. The need for any additional information will be made in writing. Wood will provide an expected project schedule and detailed work plan to the City for review and adjustment as needed. We will document the goals and objectives of the project so all participants are in agreement with the project schedule, methods, procedures, and ultimate outcome. During this meeting, we will also discuss the protocols for file transfers and level of status reporting desired by the City.

Task 2: Meetings and Coordination

Wood will serve as the project manager for the design, plans development, and permitting phases of this project. To perform this duty, we will meet with the City and government officials as required to submit complete permit application packages and address agency concerns. All meetings with jurisdictional agencies will be noted with the client so his or her attendance can be arranged. Early in the design process, we will conduct pre-application meetings with select agencies to solicit input with regard to specific concerns and/or format requirements.

The City will be kept involved and informed of the project through monthly meetings arranged by the Wood project management team. These meetings will address project status and scheduling, problems encountered, and new developments that may have occurred in the previous month.

To successfully advance the City's goals, it is important to inform the public, seek support, and dispel rumors, misunderstandings, and misinformation. We recommend that the City conduct several neighborhood meetings throughout the project duration to allow residents to voice their opinions, concerns, and questions to the design team. We typically provide aerial photographs,



concept drawings, and PowerPoint presentations that serve to stimulate community questions and interest in the project. We also provide project informational handouts to meeting attendees as appropriate.

Task 3: Review of Available Information

Wood will gather and review available information regarding the subject site. Some of the information necessary for final design and permit support includes:

- Right-of-way maps, recorded easements
- Existing utility locations
- Relevant design plans or studies
- Design standards and boilerplate specifications
- Aerial photographs (current and historical)
- Topographic maps
- Property owner addresses
- Relevant survey data-digital format from past work efforts
- Available GIS mapping information (digital form)
- Copy of grant applications and approvals

Sources of this data include the county, local municipalities, Florida Fish and Wildlife Conservation Commission (FWC), Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), and others. Following our review, we will submit a list of data deficiencies and data gaps to the City.

Task 4: Conceptual Plan Development

Using available data, a conceptual site plan will be developed for the project. This plan will include minimal detail and will describe the general intent of the proposed projects. The concept plan will incorporate regulatory-based restrictions and limitations, while maintaining the logistical needs of the client and community. We expect the concept plan to go through City revisions prior to final acceptance. During this phase, we will also develop an

opinion of probable construction costs for the project to support grant applications and cost share requests.

Task 5: Utility Locations

During this task, Wood staff will evaluate the conceptual plan with regard to underground utility conflicts. Utility plans provided by the City and utility owners will be used in conjunction with available survey information to ascertain the location of potential utility conflicts. Based on our review of available information and site reconnaissance, any potential utility conflicts will be identified and evaluated. Contact will be made with all utility operators (electric, cable, gas, and phone) to determine the location of these utilities where appropriate. In addition, where applicable, plans (30% level) will be sent to all utility owners to confirm and document utility locations and secure design approval tickets. Any areas of conflict will be reviewed and assessed to identify alternative resolutions (avoidance by rerouting, conflict manhole, etc.).

Task 6: Geotechnical Investigation

Wood has extensive in-house geotechnical expertise and resources. Subsurface evaluation for a typical civil project will involve Standard Penetration Testing (SPT) wherein samples are collected using split spoon and Shelby tube methods. Rig-mounted and shallow-hand auger borings are also used in establishing and documenting general soil characteristics of the site. Borings are logged on-site by a qualified geotechnical engineer. Our subsurface investigations can also involve cone penetrometer testing and geophysical testing such as ground penetrating radar and electrical resistivity.

If required, select soil samples from the borings will be sent to our USACE-certified laboratory to perform engineering classification tests. The tests may include percent passing the No. 200 sieve, moisture content, Atterburg limits, and organic content. A brief report will be prepared that will include a description of the soils encountered, boring logs, and special material preparation procedures in the event unsuitable soils are encountered.

U.S. Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) soils information will also be referenced to characterize the soils throughout the site and the contributing drainage basin. Double Ring Infiltrometer tests or percolation tests will be conducted at each stormwater pond location to define the infiltration capacity of the subsurface soils. Seasonal high groundwater table data will also be collected at numerous locations throughout the site. Should test results indicate highly variable conditions, then additional tests may be required.

Task 7: Prepare 30% and 60% Plans

The Wood team will prepare preliminary construction drawings for the proposed improvements. The 30% plans will depict the established baseline control, the existing conditions plan, the pertinent utility locations, and the



proposed improvements layout. Two sets of preliminary plans will be submitted for review and approval. Wood anticipates a teleconference with City staff to address any comments or questions. The City of Polk City will provide a written approval notice to Wood upon acceptance.

Following the City's acceptance of the preliminary plans, Wood will continue plans preparation to the 60% completion level. This plan set will add the location and dimension of proposed improvements to the 30% plans. Upon completion of 60% plans, Wood will submit two sets of plans to the City for review and approval. The City of Polk City will provide a written approval notice to Wood upon acceptance.

The preliminary construction cost estimate will also be updated at the 60% plan level. This will include an opinion of probable construction costs to the 90% confidence level.

The plan set for the project will consist of the following:

- Cover sheet
- Quantities and notes sheet
- Plan key sheet
- Utility and sediment erosion control plan sheets
- Grading and utility plans
- Roadway design and geometrics
- Driveway details
- Landscaping plan
- Plan and profile sheets
- Roadway cross-sections
- Utility details (water and sewer)
- Lift station details
- Miscellaneous details

Paving, Grading and Drainage Plan

For the scope of this project, all grading, paving, and drainage details will be minimized through the use of standard pavement details and minor grade changes as required.

Utility Plan

A utility plan will be prepared depicting the potable water and sanitary sewer services and connections. Utility design will be coordinated with the site plan and grading/drainage plan in an effort to avoid or minimize utility conflicts.

Task 8: Assemble and Submit Permit Applications/Exemptions

Wood will prepare and submit necessary permitting documents and supporting information using the 60% plan set as needed. We will also provide all of the supplementary exhibits and data typically required in the application package, including location maps, soils map, land use maps, listing of adjacent owners, supporting tables, forms, data, reports, calculations, project narrative, hydrologic model input and output, etc. Wood will provide the permit application or exemption request to the City for review and approval prior to agency submittal.

This task includes follow-up meetings with the permitting agencies. These meetings will be used to describe the proposed project and solicit feedback and comment from these agencies in an attempt to expedite the permitting process. It is the responsibility of the City to provide all permitting and processing fees, as well as any legal or institutional information that may be required to support permit applications.

Task 9: Respond to Agency Comments

We assume that we will develop and respond to one round of agency comments. It is difficult to predict the level of support that may be required to secure permit approval. We do not anticipate the agencies will have any appreciable questions on permit applications. However, it should be noted that the budget will be developed under the assumption that additional field work and/or modeling will not be required to address a particular question or comment. Wood will provide a copy of the response to comments to the City for review prior to submittal.

Task 10: Assist City with Easement Descriptions

Research will be conducted to determine the necessity of additional easement needs for the purpose of providing continued operation and maintenance. In the event that additional easements are required, Wood will recommend the location and width of required easements and/or right-of-way.

Task 11: Prepare and Submit 90% Plans

During the agency's review of the 60% plans and permit applications, Wood will advance the plans preparation to the 90% completion level. This plan set will incorporate



additional design details. Upon completion of the 90% plans, Wood will submit two sets of plans to the City for review and approval.

Task 12: Final Plans

Final (100%) design efforts will be completed and two sets (signed and sealed) will be delivered to the City after all changes have been incorporated to satisfy permit review comments and conditions. We will also incorporate or address any comments or concerns of City staff.

Task 13: Develop Final Cost Estimate/Bid Tabulation

Wood will assemble a final opinion of probable construction costs. Additionally, we will create a bid tabulation sheet (in the City's standard format) for bid purposes. This information will be created using Microsoft Excel and provided to the City in hardcopy and digital format.

We maintain a library of current construction cost information that allows us to develop accurate cost estimates for all project elements. In addition, we often validate unit costs information via input from local contractors and/or FDOT construction cost data.

Task 14: Develop Technical Specifications and Conditions

Wood will use City boilerplate specifications as well as FDOT standards to create the technical specification package. As an alternative, we can use our in-house master specification package. We will use past project experiences to ensure that issues are addressed to avoid the potential for change orders during construction. This information will be created using Microsoft Word and provided to the City in hard copy and digital format.

Task 15: Develop Bid Package

Based on the City's review of the final documents, Wood will assist in compiling bidding documents. The bidding documents will include all contract documents, technical specifications, and drawings. It will be assumed that the City's standard bid and contract forms will be used in the bid package.

Task 16: Pre-Bid Meeting and Bid Evaluation

After advertisement of the Request for Bids, Wood will oversee a pre-bid meeting and site visit by prospective contractors and answer questions during the bidding period. We will also assist by tabulating and evaluating the bids, comparing bids to the engineer's estimate, and identifying and recommending the most responsive, qualified bidder.

Task 17: Grant Administration Support

Wood will provide basic support to the City of Polk City in administering and accommodating any grant requirements. This assistance may include special reporting, documenting, or standard administrative support. This task will be utilized on an as-needed basis and is limited by the number of hours included in the project budget.

Task 18: Quality Assurance Review

Wood will conduct a quality assurance and quality control review of the construction plans prior to the final construction plan issuance. The following reviews will be conducted:

- Engineering plans for general constructability
- Engineering plans with respect to local codes and ordinances (county, FDEP)

Task 19: Construction Engineering Inspection and As-Built Certification

This task begins by attending a pre-construction meeting with the contractor and the City to address all concerns and outline a construction schedule, identify equipment and material staging areas, and review the overall project objectives.

We strive to develop good working relationships with all project participants by encouraging an open and frequent line of communication. Our overall construction engineering inspection and administrative services will include:

- Document construction activities with reports and photos
- Material and compaction control
- Soil density measurements (laboratory and field)
- Concrete sampling and testing
- Overall quality control
- Administration/approval of change order and payment requests



- Review/approval of shop drawings and alternative materials
- Approval of field adjustments

In addition, several of our technicians are certified in confined space entry and rescue, which gives us the flexibility to legally access and inspect manholes, inlets, pipes, and other confined spaces. We also own and maintain all of the specialized equipment necessary for such inspections.

Wood will meet monthly with the City and the construction contractor to evaluate the construction progress and alleviate potential problems. These meetings will address schedule, project status, problems encountered, and any new developments that may have occurred in the previous month.

The construction contractor will be required to provide certified as-built surveys and associated drawings for Wood's review and City record at the completion of the project. Wood will complete as-built certification documents and submit requests to FDEP and other agencies as required.



Tab 6

Client References

Client References

Wood adds value to clients' projects by exceeding expectations in the areas that are critical to them. Client service is at the core of our business model.

We solicit client feedback so that we can incorporate exceptional service into our everyday project management routine. This process of continued improvement means clients get what they need, when they need it. Listed below are government client references served within the past few years.

Client References

Client Contact Information

Polk County Transportation Division
Jay Jarvis, Roads and Drainage Director
3000 Sheffield Road
Winter Haven, Florida 33880
863.535.2239 (p)
jayjarvis@polk-county.net

City of Dade City
Leslie Porter, City Manager/Finance Officer
38020 Meridian Avenue
Dade City, Florida 33525
352.523.5050 (p)
lporter@dadecityfl.com

City of Groveland
TJ Fish, Director of Transportation and Public Works
1198 Sampey Road
Groveland, Florida 34736
352.429.2141 ext. 2012 (p)
tj.fish@groveland-fl.gov

City of Eagle Lake
Dawn Wright, City Clerk
P.O. Box 129
Eagle Lake, Florida 33839
863.293.4141 (p)
dwright@eaglelake-fla.com

City of Lakeland
Laurie Smith, CFM, CPM, Lakes and Stormwater Manager
407 Fairway Avenue
Lakeland, Florida 33801
863.834.8439 (p)
laurie.smith@lakelandgov.net





Tab 7

Ability to Become Quickly Familiar with Local Conditions

Ability to Become Quickly Familiar with Local Conditions



Wood has worked in small communities, such as the City of Polk City, throughout the State of Florida for decades. As a result, we understand the needs of a small community in implementing a CDBG project. At Wood, we understand the importance of designing all projects with the community and public in the forefront.

The Wood project team will work with your grant administrator in successfully implementing this project for neighborhood revitalization. Wood has the experience necessary for completing all types of roadway improvements and stormwater projects, including stormwater retention ponds, the construction of outfalls, and the installation of stormwater piping. We will work as an extension of City staff to successfully meet all project objectives.

Our experience in working directly with the City of Polk City and our local knowledge allow us the ability to become quickly familiar with local conditions. Wood has a strong working relationship with many regulatory agencies throughout Florida. We believe these relationships help us to assist Cities such as Polk City in the permitting aspects associated with a variety of projects. The Wood project team is eager to work with the City of Polk City on successfully completing engineering, design, and construction inspection services for this CDBG funded neighborhood revitalization project.

Availability and Workload

Wood is completely committed to providing the resources required to fulfill all project needs and task assignments and to meet or exceed all anticipated project objectives for the City of Polk City. We are well-known and respected

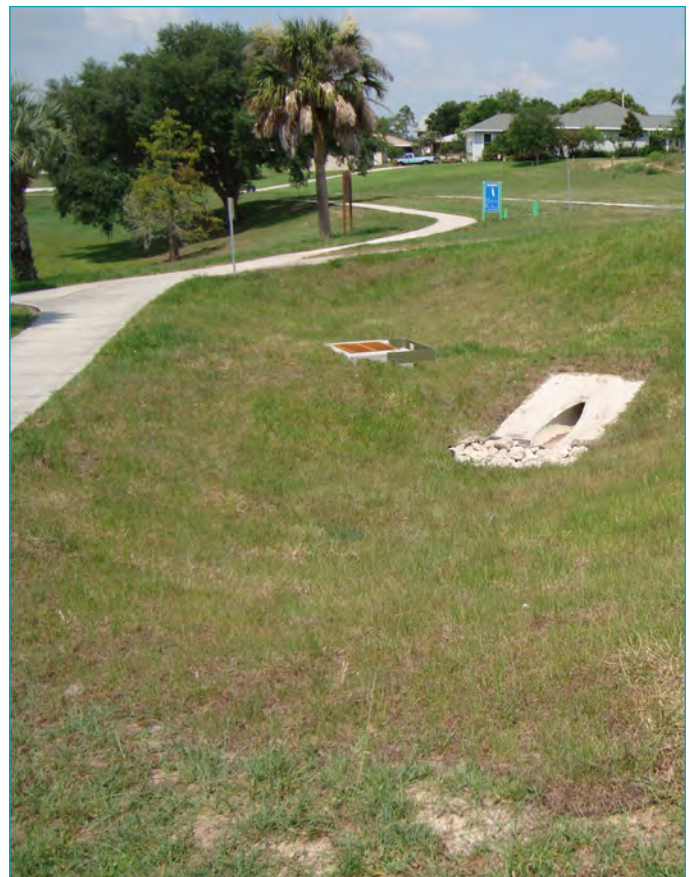
in our profession for performing multiple projects and task assignments within the constraints and limitations of schedules, budgets, and project boundaries.

Our team has ample capacity, at any given time, to support the City with this contract. The staff members proposed for this assignment will be available daily to provide services indicated in the scope of services for the City of Polk City, and individual staff members' hours can and will be adjusted as dictated by project needs and in accordance with the project work plan and schedule. We understand that the nature of this contract may not be one of uniform workload, but rather of varying labor requirements, and our team commits to the City that it will provide sufficient staff resources to handle even peak workload demands.

As Principal-in-Charge, **Mr. Michael Phelps, PE** will be responsible for ensuring all staffing commitments are adhered to throughout the duration of the project for the City of Polk City. Because we understand that communication is key, Project Manager, **Mr. Mark J. Frederick, PE, CFM, ENV SP** will be the main contact and ensure the entire project team is kept informed through a project work plan of the technical, administrative, and procedural requirements necessary for this contract.

Our team has the resources available to expedite the schedule at any time if needed and the ability to become quickly familiar with local conditions. We are equally committed to client satisfaction and to outstanding technical performance on each and every task assignment. Because of the depth of our team resources and experience, we have been requested on previous occasions to complete projects that other firms have neglected or been unable to complete because of the lack of available resources. This demonstrates that we have the necessary manpower resources and corporate assets to complete our projects.

Our task leaders will provide the level of coordination necessary to ensure all project goals are identified, understood, and fulfilled. Our core management team is committed to providing the City with the utmost responsiveness and service throughout this project. We pledge our personal and corporate commitment to the City and will strive to be a seamless and logical extension of your staff. We will ensure the availability of our corporate resources, software, and equipment as required to fully satisfy the City's objectives. With a Florida staff of more than 300 personnel—more than 150 people in our Lakeland, Tampa, and Orlando offices—Wood is able to commit the manpower necessary to respond to the needs of the City throughout the duration of this contract and be able to adapt quickly to local conditions. **All of the proposed key personnel identified in this proposal are fully committed to supporting the City of Polk City as a priority client.**





Tab 8 Appendix

Minority Business Certification



Our strategy is to build the best possible team in an effort to fully satisfy the needs of our client.

Wood is not an MBE/WMBE firm. However, we actively engage minority firms when putting together comprehensive teams. In fact, the executives at Wood encourage the use of MBE/WBE firms whenever possible as a means of establishing and maintaining healthy working relationships. Due to the nature of the City's request for qualifications, we have not invited any MBE/WBE firms to partner with us on this pursuit.

Wood has been recognized for its support of small businesses. Our firm was previously recognized by the U.S. Small Business Administration for Outstanding Small Business Subcontracting.

**SWORN STATEMENT UNDER SECTION 287.133 (3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted for The City of Polk City.
2. This sworn statement is submitted by Wood Environment & Infrastructure Solutions, Inc.
Whose business address is: 2000 E. Edgewood Drive, Suite 215, Lakeland, Florida 33803
and (if applicable) its Federal Employer Identification Number (FEIN) is 91-1641772.
(If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)
3. My name is Michael Phelps, PE and my relationship to the entity named above is Principal-in-Charge
4. I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that “convicted” or “conviction” as defined in Section 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record, relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Section 287.133(1) (a), Florida Statutes, means: (1) A predecessor or successor of a person convicted of a public entity crime; or (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a “person” as defined in Section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the

provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, that statement which I have marked below is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]

X Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has been charged with and convicted of public entity crime subsequent to July 1, 1989.

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the Final Order.]

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the Final Order.]

_____ The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

Date: January 31, 2020

Signature: Michael D. Phelps

STATE OF: Florida

COUNTY OF: Polk

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me, affixed his/her signature in the space provided above on this 31st day of January, in the year 2020.

My commission expires:
August 23, 2021

[Signature]
Notary Public



Print, Type, or Stamp of Notary Public

Personally known to me, or Produced Identification:

Type of ID

Wood
2000 E. Edgewood Drive
Suite 215
Lakeland, Florida 33803
863.667.2345

wood.



**City Commission Meeting
February 21, 2020**

AGENDA ITEM #2: GERRY HARTMAN - DEP PROJECT CONTINGENCIES

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE:

Gerry Hartman -- DEP Project Contingencies

ATTACHMENTS:

Letter from Gerry Hartman
Invoices from Gerry Hartman

ANALYSIS:

At the December meeting, the City Commission approved Contingency Expenditures in the amount of \$59,979.17 for SRF Project #WW53402—loan and Project #WW531403—grant has an \$84,000 Contingency.

Department of Environmental Protection (DEP) allowed a “direct purchase” of the contingency items. During that time it was noted there could be additional expenditures for Hartman Consultants as well as Ardaman & Associates.

The shed we purchased was less than \$2,000, which leaves a balance of \$25,792.60 in Contingencies.

Hartman Consultants, LLC had a run-over of \$358.40 without additional expenses, and with additional expenses, there was a run-over of \$31,826.05. The City's portion will be \$6,033.45 after using the DEP Contingencies.

Please review to the attachments from Hartman Consultants for a break-down of those expenditures.

STAFF RECOMMENDATION:

Approve the expenditures of \$31,826.05 as presented, with the City's portion being \$6,033.45.

Hartman Consultants, LLC

www.hartmanconsultant.com

January 15, 2020

Mrs. Patricia Jackson, City Manager
City of Polk City
123 Broadway Blvd., SE
Polk City, FL 33868

RE: Construction Services SRF
Work Period: Ardaman Invoice Through 11/29/2019
HC# 18014.01 Invoice #18
Construction Loan: WW531402 - Grant: WW531403

Dear Mrs. Jackson,

This letter is Hartman Consultants, LLC Invoice #18 for the above referenced project.

<u>Date</u>	<u>Description</u>	<u>Hrs.</u>	<u>Rate</u>	<u>Cost</u>
-------------	--------------------	-------------	-------------	-------------

Other Direct Costs (ODC'S)

Ardaman Invoice-	\$ 24,131.30
Total Amount Due Invoice #18:	\$ 24,131.30

Please remit payment to the address shown below.

Very truly yours,

Hartman Consultants, LLC.

Gerald C. Hartman
PE, BCEE, ASA

637 North Park Ave. • Winter Park, FL 32789
Tel. 407-341-0970 • Fax 407-909-9882 • gerry@hartmanconsultant.com

Polk City Project Recap - Professional Services

Budget - \$103,000

HC Invoice #14 -	\$ 2,090.00	Paid
HC Invoice #15 -	\$ 7,665.20	Paid
HC Invoice #16 -	\$ 6,080.00	Paid
HC Invoice #17 -	\$ 4,250.00	Current
HC Invoice #18 -	\$ 24,131.30	Current
FDEP Funded Budget Remaining	\$ (8,686.94)⁽¹⁾	

Note: Ardaman Monitor Wells under construction.
 Notice-to-Proceed to Douglas Dufresne, PG 8/26/2019.

Ardaman Budget:	\$ 32,930.00
10/16/19 Invoice	\$ 1,133.50
12/4/19 Invoice	\$ 7,665.20
1/14/19 Invoice	\$ 24,131.30
Total	\$ 0.00⁽¹⁾

⁽¹⁾ Estimated to run approx. \$36,000.00 over budget for both HC (approx. \$18,000 over) and Ardaman (approx. \$18,000 over) combined.

Ms. Jackson,

HC and Ardaman request that contingency money be used for payment of the professional services and contractor services as shown above. Ardaman has the December and January periods yet to bill. HC has the 1/12/2020 - 3/7/2020 (2 billing periods) to completion.



Ardaman & Associates, Inc.

Geotechnical, Environmental and Materials Consultants

FLORIDA: ORLANDO - TALLAHASSEE - SARASOTA - COCOA - BARTOW - FT MYERS - MIAMI - TAMPA - PORT ST LUCIE - WEST PALM BEACH
LOUISIANA: ALEXANDRIA - BATON ROUGE - MONROE - NEW ORLEANS - SHREVEPORT
8008 S. ORANGE AVENUE, ORLANDO, FL 32809
PHONE: (407) 855-3860

DATE 1/14/2020

ATTENTION: ACCOUNTS PAYABLE
HARTMAN CONSULTANTS, LLC
637 N PARK AVENUE
WINTER PARK, FL 32789

INVOICE NO. **51541953**

FILE NO. 113-19-10-0404

CLIENT NO. 154477

SERVICE Engineering

OFFICE Orlando

Professional Services for Monitoring Well Installation and Initial Well Sampling for Smith Road Percolation Pond System.

Services through November 29, 2019.

	Total Units	Unit	Unit Rate	Fee
Professional Services				
Project Director - Mr. Dufresne	3.00	hour	\$188.00	\$564.00
Staff Scientist III - Mr. Scarboro	83.50	hour	\$108.00	\$9,018.00
Engineering Assistant - Mr. Porter	10.25	hour	\$65.00	\$666.25
Subtotal				\$10,248.25
Expenses				
Amazon Hose & Rubber Company, Inc.	1.12	cost	\$42.24	\$47.31
Hole Products LLC	1.12	cost	\$1,343.16	\$1,504.34
Truck Mileage	528.00	mile	\$0.70	\$369.60
Subtotal				\$1,921.25
Drilling Services				
Bore Hole Grouting and Sealing	0.50		\$222.00	\$111.00
Piezometer and Well Installation	23.00	crew-hour	\$222.00	\$5,106.00
Mobilization and Demobilization: Men and Equipment	4.50	rig-hour	\$202.00	\$909.00
Clearing Difficult Access, Hole Location and Set-Up	7.50	crew-hour	\$200.00	\$1,500.00
Standby Time	1.00	crew-hour	\$200.00	\$200.00
4.00" Aluminum Protector Pipe	1.00		\$100.00	\$100.00
SPT Borings 50-100'	22.00	foot	\$22.20	\$488.40
SPT Borings 25-50'	41.00	foot	\$20.10	\$824.00
SPT Borings 0-25'	50.00	foot	\$18.00	\$900.00
Drilling Mud - Grouting	4.00	bag	\$17.10	\$68.40
Portland Cement - 47 lbs.	19.00	bag	\$11.85	\$225.15
Well Point, 2" TFJ PVC40	5.00	each	\$9.85	\$49.25
Silica Sand - 50 lbs.	37.00	bag	\$7.35	\$271.95
Pipe Slotted - 2.00 - TFJ PVC40	60.00	foot	\$3.40	\$204.00
Pipe Solid - 2.00 - TFJ PVC40	234.00	foot	\$2.40	\$561.60
Grout Tremie Pipe	10.00	foot	\$1.70	\$17.00
Bentonite Pellets	173.00	pound	\$1.10	\$190.30
Mobilization and Demobilization: Mileage	110.00	mile	\$1.40	\$154.00
Mobilization and Demobilization: Mileage	109.00	mile	\$0.75	\$81.75
Subtotal				\$11,961.80
TOTAL INVOICE AMOUNT				\$24,131.30
Billing Summary				
Budget Amount			\$32,930.00	
Previous Billing			\$8,798.70	
Requested This Period			\$24,131.30	
Total Invoiced			\$32,930.00	
Remaining Budget			\$0.00	

Please include Invoice No. on check and mail to:
ARDAMAN & ASSOCIATES INC
PO BOX 911668
DENVER CO 80291-1668

PAYMENT TERMS:

NET 30 DAYS FROM INVOICE DATE INVOICES WILL BE SENT EVERY FOUR WEEKS FOR CONTINUED PROJECTS
INTEREST AT 1.5% PER MONTH WILL BE LEVIED ON INVOICES NOT PAID WITHIN 30 DAYS FROM INVOICE DATE



AAI Invoice Prep Report

Run By: Quinones, Vanessa (Vanny)
 Run Date: Jan 14, 2020 11:30 AM PST
 Project: 1 of 1
 Page: 1 of 2

Ardaman & Associates, Inc.

Selected Report Options: Operating Unit (113 AAI); PA Week (DEC-W1-19); Project Number From (113-19-10-0404); Project Number To (113-19-10-0404)

Project: 113-19-10-0404 - Smith Rd Perc Pond System Project Manager: Dufresne, Douglas P (Douglas)
 MW Billing Cycle End Date: 11/29/19

Description of Charge	WE-11/01	WE-11/08	WE-11/15	WE-11/22	WE-11/29	Subtotal	Previous Balance	Total Qty
DUFRESNE, DOUGLAS (10)			3.00			3.00		3.00
SUB-TOTAL PROJECT DIRECTOR			3.00			3.00		3.00
SCARBORO, DAVID (10)		43.00	10.50	30.00		83.50		83.50
SUB-TOTAL STAFF SCIENTIST III		43.00	10.50	30.00		83.50		83.50
PORTER, DAREN (67)			10.25			10.25		10.25
SUB-TOTAL ENGINEERING ASSISTANT			10.25			10.25		10.25
TOTAL LABOR		43.00	23.75	30.00		96.75		96.75
AMAZON HOSE & RUBBER COMPANY INC (10)		1.00				1.00		1.00
SUB-TOTAL 113 0210 - WATER RESOURCES ENGINEER		1.00				1.00		1.00
HOLE PRODUCTS LLC (62)	1.00	2.00				3.00		3.00
BORE HOLE GROUTING AND SEALING (PLUS MAT (62)		0.50				0.50		0.50
PIEZOMETER AND WELL INSTALLATION (PLUS M (62)		13.00		10.00		23.00		23.00
MOBILIZATION AND DEMOBILIZATION: MEN AND (62)		0.50		4.00		4.50		4.50
CLEARING DIFFICULT ACCESS, HOLE LOCATION (62)		7.50				7.50		7.50
STANDBY TIME (62)		1.00				1.00		1.00
4.00" ALUMINUM PROTECTOR PIPE (62)				1.00		1.00		1.00
SPT BORINGS 50-100' (62)		22.00				22.00		22.00
SPT BORINGS 25-50' (62)		41.00				41.00		41.00
SPT BORINGS 0-25' (62)		50.00				50.00		50.00
DRILLING MUD - GROUTING (62)		2.00		2.00		4.00		4.00
PORTLAND CEMENT - 47 LBS. (62)		13.00		6.00		19.00		19.00
WELL POINT, 2" TFJ PVC40 (62)		4.00		1.00		5.00		5.00
SILICA SAND - 50 LBS. (62)		26.00		11.00		37.00		37.00
PIPE SLOTTED - 2.00- TFJ PVC40 (62)		40.00		20.00		60.00		60.00



AAI Invoice Prep Report

Run By: Quinones, Vanessa (Vanny)
 Run Date: Jan 14, 2020 11:30 AM PST
 Project: 1 of 1
 Page: 2 of 2

Ardaman & Associates, Inc.

Project: 113-19-10-0404 - Smith Rd Perc Pond System
 MW

Project Manager: Dufresne, Douglas P (Douglas)
 Billing Cycle End Date: 11/29/19

Description of Charge	WE-11/01	WE-11/08	WE-11/15	WE-11/22	WE-11/29	Subtotal	Previous	Total
							Balance	
PIPE SOLID - 2.00- TFJ PVC40 (62)		180.00		54.00		234.00		234.00
GROUT TREMIE PIPE (62)				10.00		10.00		10.00
MOBILIZATION AND DEMOBILIZATION: MILEAGE (62)		26.00		84.00		110.00		110.00
BENTONITE PELLETS (62)		100.00		73.00		173.00		173.00
MOBILIZATION AND DEMOBILIZATION: MILEAGE (62)		25.00		84.00		109.00		109.00
SUB-TOTAL 113 0962 - ORLANDO DRILLING	1.00	553.50		360.00		914.50		914.50
TOTAL MATERIALS/EQUIPMENT	1.00	554.50		360.00		915.50		915.50
TRUCK MILEAGE (10)	188.00	340.00				528.00		528.00
SUB-TOTAL 113 0210 - WATER RESOURCES ENGINEER	188.00	340.00				528.00		528.00
TOTAL VEHICLE MILEAGE	188.00	340.00				528.00		528.00
TOTAL INVOICE AMOUNT	189.00	937.50	23.75	390.00		1,540.25		1,540.25

11/06/19 07:30pm

Amazon Hose & Rubber Co.
4105 Seaboard Rd
Orlando, FL 32808
(407)843-8190/



INVOICE

Order #	376363-00
Page #	1
Ship Point	SO-HSC
Via	WILL CALL
Terms	Net 30 days

Entered	11/06/19
Shipped	
Invoiced	11/06/19

Ship To:
ARDAMAN & ASSOCIATES, INC
8008 S. ORANGE AV
ORLANDO, FL 32809

Bill To: 11323
ARDAMAN & ASSOCIATES INC
A TETRA TECH COMPNY
8008 S. ORANGE AVE.
ORLANDO, FL 32809
(407)855-3860/

Contact		Telephone	
Customer PRO	19-10-0404		
Taken By	Barry Spurney		

Instructions	will call
--------------	-----------

Ln#	Product And Description	Quantity Ordered	Quantity B.O.	Quantity Shipped	Qty. UM	Net Price	Price UM	Amount (Net)
1	BKRC21H PIPE COUPLING 2 X 1-1/2 BLACK IRON REDUCING COUPLING	1	0	1	EA	15.17	EA	15.17
2	B200AL KAMLOCK COUPLER 2 FEMALE KAMLOCK X 2 MALE IPT ALUMINUM	1	0	1	EA	16.96	EA	16.96
3	F150AL KAMLOCK ADAPTER 1-1/2 ALUM KAMLOCK ADAPTER PART F	1	0	1	EA	7.53	EA	7.53

Vehicle/File No. R NR

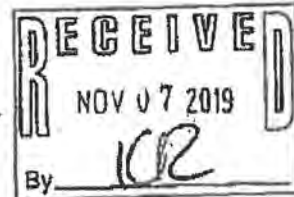
Dept. Account No. 19-10-0404

Material Received by: _____

Date: _____

PLEASE PAY \$ _____ Date: 11/11/19

Approved by: [Signature]



3 Lines Total	Qty Shipped Total	3	Total	39.66
			Taxes	2.58
			Invoice Total	42.24

TERMS: Customer agrees to pay a service charge of 1-1/2% per month, a true rate of 18% per annum on any amount past due and to pay reasonable attorney's fees if it becomes necessary to file suit to enforce collection. Accounts past due may be placed on a C.O.D. basis without notice. A \$25 fee will be charged for returned checks. Special orders may not be returned or payment refunded. No items will be accepted for return without authorization. All returns are subject to a restocking charge plus any freight charges incurred. Orders below minimum level are subject to a delivery charge.

Do not write below this line





Hole Products
 8835 S. Conway Rd. Suite 200
 Orlando FL 32812
 Phone: 407-782-2670
 Fax: 407-286-2956

Invoice

Acct. No.	Date	Invoice #
100419	11/1/2019	SI-SHPU016472

Bill To
 ARDAMAN & ASSOCIATES
 8008 SOUTH ORANGE AVE.
 ORLANDO FL 32809

Ship To
 CHRIS 407-412-3263
 ARDAMAN & ASSOCIATES JOBSITE
 2323 BARFIELD ROAD
 POLK CITY FL 33868

Account Rep	Terms	Currency	Due Date
Clayton Epperhart	NET 30	USD	12/1/2019
Created From	Exempt Code	PO #	Memo
Sales Order #SO-5HPU016792		CHRIS / DEPT 62	MEET TIME 9-10AM
Ship Date	Shipping Method		Tracking #
11/1/2019	Delivery		

Quantity	Item #	Description	Price	Amount
26	5800010	RISER,PVC 2X10 ASTM S40 2TPI	14.80	384.80
8	5800005	RISER,PVC 2X5 ASTM S40 2TPI	11.10	88.80
5	5950005	SCREEN,PVC 2X5 ASTM S40 2TPI .010	17.69	88.45
5	5650050	CAP,PVC 2 POINT ASTM S40 2TPI	4.46	22.30
5	7850000	PLUG,EXPANSION LOCKING 2 TORQUER	6.13	30.65
4	7950045	WELLCOVER,STANDUP 4 X 4 X SFT ALUM	69.55	278.20
1	7800075	FLUSHMOUNT,8X8 2-BOLTDOWN 188	28.00	28.00
4	3400005	HOLE PLUG 3/8 50LB	10.73	42.92
28	3500198	SAND,20/40 50LB	5.25	147.00
1		Delivery	0.00	0.00

RECEIVED
 DEC 05 2019
 By _____

Vehicle/File No. 113-A-10-0404 R (NR)
 Dept. 62 Account No. 8111111111
 Material Received by: _____
 Date: _____
 PLEASE PAY \$1,188.94 Date: 11-21-19 Approved by: _____

RECEIVED
 NOV 04 2019
 By *KE*

CMC

Thank you for your order. If you should have any questions, please contact us at 320-616-0701.

If interested, we do offer ACH or Electronic Check as payment options.

Please Remit To:
 Hole Products
 309 13th Ave NW
 Little Falls, MN 56345

Subtotal	1,111.12
Tax	77.82
Total Due	1,188.94
Amount Due	\$1,188.94



Hole Products
 6835 S. Conway Rd. Suite 200
 Orlando FL 32812
 Phone: 407-792-2670
 Fax: 407-286-2956

Invoice

Acct. No.	Date	Invoice #
100419	11/6/2019	SI-5HPU016536

Bill To ARDAMAN & ASSOCIATES 8008 SOUTH ORANGE AVE. ORLANDO FL 32809
--

Ship To ARDAMAN C/P 6835 S CONWAY RD ORLANDO FL 32812

Account Rep Clayton Epperhart	Terms NET 30	Currency USD	Due Date 12/6/2019
Created From Sales Order #SO-5HPU016856	Customer Contact CHRIS		PO # CHRIS DEPT 62
Ship Date 11/5/2019	Shipping Method Customer Pick-Up		Tracking #
Memo			Exempt Code

Quantity	Item #	Description	Price	Amount
3 1	5950010	SCREEN,PVC 2X10 ASTM S40 2TPI .010 Customer Pick-Up	21.55 0.00	64.65 0.00

RECEIVED
DEC 05 2019
By _____

Vehicle/File No. 113-A-10-0404 R NR
 Dept. ~~200~~ Account No. *material*
 Material Received by: _____
 Date: _____
 PLEASE PAY \$ 68.86 Date: 11-21-19
 Approved by: *CRB*

CDC

RECEIVED
NOV 06 2019
By _____

Thank you for your order. If you should have any questions, please contact us at 320-616-0701.

If interested, we do offer ACH or Electronic Check as payment options.

Please Remit To:
 Hole Products
 309 13th Ave NW
 Little Falls, MN 56345

Subtotal	64.65
Tax	4.21
Total Due	68.86
Amount Due	68.86



Hole Products
 8835 S. Conway Rd. Suite 200
 Orlando FL 32812
 Phone: 407-792-2670
 Fax: 407-288-2956

Invoice

Acct. No.	Date	Invoice #
100419	11/8/2019	SI-5HPU016566

Bill To
 ARDAMAN & ASSOCIATES
 8008 SOUTH ORANGE AVE.
 ORLANDO FL 32809

Ship To
 ARDAMAN & ASSOCIATES
 8008 SOUTH ORANGE AVE.
 ORLANDO FL 32809

Account Rep Clayton Epperhart	Terms NET 30	Currency USD	Due Date 12/8/2019
Created From Sales Order #SO-5HPU016875	Customer Contact CHRIS		PO # CHRIS / DEPT 62
Ship Date 11/6/2019	Shipping Method Delivery	Tracking #	
Memo NEEDS TODAY 11/6			Exempt Code

Quantity	Item #	Description	Price	Amount
1	5650050	CAP,PVC 2 POINT ASTM S40 2TPI	4.46	4.46
1	7850000	PLUG,EXPANSION LOCKING 2 TORQUER S40	6.13	6.13
1	7950045	WELLCOVER,STANDUP 4 X 4 X 5FT ALUM	69.55	69.55
		Delivery	0.00	0.00

RECEIVED
 DEC 05 2019
 By _____

Vehicle/Equip No. 113-19-10-0404 R NR
 Dept. 12 Account No. material
 Material Received by: _____
 Date: _____
 PLEASE PAY \$ 85.36 Date: 11-21-19
 Approved by: CRJ

RECEIVED
 NOV 07 2019
 By CRJ

Thank you for your order. If you should have any questions, please contact us at 320-616-0701.

If interested, we do offer ACH or Electronic Check as payment options.

Please Remit To:
 Hole Products
 309 13th Ave NW
 Little Falls, MN 56345

Subtotal	80.14
Tax	5.22
Total Due	85.36
Amount Due	85.36

Hartman Consultants, LLC

www.hartmanconsultant.com

HC #1807400

January 27, 2020

Mrs. Patricia Jackson, City Manager
City of Polk City
123 Broadway Boulevard, SE
Polk City, Florida 33868

**RE: Use of SRF Project WW531402 and SG 531403
Contingency Funds for Ardaman & Associates, Inc.
and Hartman Consultants, LLC Additional Costs**

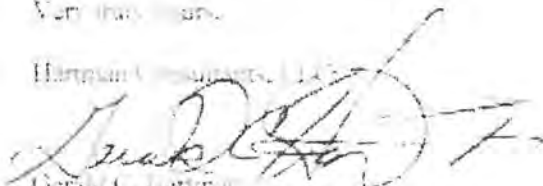
Dear Mrs. Jackson:

This letter formally requests that the City of Polk City consider the use of the contingency funds for the payments of Ardaman & Associates, Inc. additional costs and Hartman Consultant's LLC additional costs.

Thank you for your consideration.

Very truly yours,

Hartman Consultants, LLC



Gerald C. Hartman
Florida P.E. #27710
BCFE #88-10074
ASA #7542

cc: Douglas Phillips, PE, Ardaman & Associates, Inc.

Hartman Consultants, LLC

www.hartmanconsultant.com

February 4, 2020

Mrs. Patricia Jackson, City Manager
City of Polk City
123 Broadway Blvd., SE
Polk City, FL 33868

RE: Construction Services SRF
Work Period: 1/12/2020 - 2/3/2020
HC# 18014.01 Final Invoice #19
Construction Loan: WW531402 - Grant: WW531403

Dear Mrs. Jackson,

This letter is Hartman Consultants, LLC Final Invoice #19 for the above referenced project.

<u>Date</u>	<u>Description</u>	<u>Hrs.</u>	<u>Rate</u>	<u>Cost</u>
1/20	Contingency Funding	1.0	\$ 190.00	\$ 190.00
1/27	FDEP - Request to Operate	1.0	\$ 190.00	\$ 190.00
1/29	Polk City Inspection	3.0	\$ 190.00	\$ 570.00
1/30	Schultz & Irrigation, Approval to Place Into Service	1.0	\$ 190.00	\$ 190.00
1/31	Documents to Bryan, Cheryl Report Info	1.0	\$ 190.00	\$ 190.00
2/3	Close-Out to FDEP with Contingency Items Open	1.0	\$ 190.00	\$ 190.00

HC Labor Invoice #19: \$ 1,520.00

Other Direct Costs (ODC'S)

Ardaman Invoice- \$ 21,619.11

Total Amount Due Invoice #19: \$ 23,139.11

Amounts Outstanding

Invoice #18 \$ 24,131.30

Invoice #19 \$ 23,139.11

Total Outstanding \$ 47,270.41

Amount Requested Over Agreement Amount: \$ 31,826.05

Please remit payment to the address shown below.

Very truly yours,

Hartman Consultants, LLC.

Gerald C. Hartman
PE, BCEE, ASA

637 North Park Ave. • Winter Park, FL 32789
Tel. 407-341-0970 • Fax 407-909-9882 • gerry@hartmanconsultant.com

Hartman Consultants, LLC

www.hartmanconsultant.com

HC #18014.01

February 4, 2020

Mrs. Patricia Jackson, City Manager
City of Polk City
123 Broadway Boulevard, SE
Polk City, Florida 33868

RE: Back-up for Request for Contingency Funds Use
SRF Project #WW531402 and SG 531403

Dear Mrs. Jackson:

- 1) Attached find Ardaman & Associates, Inc. (AA), letter to me for funding over the original amount. One item not addressed was FDEP's requirement for one additional monitor well not originally included.

AA Contract Amount	\$32,930.00
Requested Additional Amount	\$21,619.11
Total Revised Amount	\$54,549.11

- 2) HC also had additional costs to attain completion and approval to place in service. Those costs were:

- Drone analyses concerning mass balance on cut & fill before, during and after construction \$4,000 – Check #1477 to Tri-Sure Corp.
- Polk County – (2) Additional directional drillings to tie north & south sites – (a) \$140 – Check #1508 – (b) \$140 – Check #1541
- PLS Survey of monitor wells for (Rhoden Land Survey SJRWMD and FDEP - \$900 – Check #1676
- Additional CADD drafting SETADS – (a) \$3,068.54 – Check #1514, (b) \$1,600.00 – Check #1578

Additional Project Expenses paid by HC – \$9,848.54

HC Contract Amount	\$70,070.00
1/11/2020 HC Overbudget	\$ 8,686.94
1/12 – 2/8/2020	\$ 1,520.00
Over Budget	\$10,206.94

Additional Expenses as delineated in four (4) items above – \$9,848.54
HC Over-Run without Additional Expenses \$ 358.40

In summary this letter and attachment requests:

HC Amount	\$10,206.94
(Primarily Project Expenses)	
Ardaman Amount	<u>\$21,619.11</u>
Total	\$31,826.05

to be paid from SRF Contingency Funds or other funds as warranted.

We appreciate the City's consideration of this matter.

Very truly yours,

Hartman Consultants, LLC

pp.



for: Gerald C. Hartman
Florida P.E. #27703
BCEE #88-10034
ASA #7542

Cc: Douglas Dufresne, PG – Ardaman & Associates, Inc.

Attachment



Ardaman & Associates, Inc.

Geotechnical, Environmental, and
Mining Consulting

January 29, 2020
File Number 19-10-0404

Gerald C. Hartman, PE
Hartman Consultants LLC
607 N. Park Avenue
Winter Park, Florida 32789

Subject: Change Order Request for Monitoring Well Installation and Initial Well Sampling for Smith Road Land Application Site RIB-R-003, City of Polk City, Florida

Dear Mr. Hartman:

As requested, Ardaman & Associates, Inc. (Ardaman) provided hydrogeological services relative to monitoring well installation and initial water quality sampling for the Smith Road Rapid Land Application Site RIB-R-003. Six monitoring wells have been constructed and have been sampled for select primary and secondary drinking water parameters prior to loading. A report detailing the monitoring well construction and sampling results has been prepared and was delivered to you on January 28, 2020.

During construction of the monitoring well soil borings, the lithology and water content encountered in the soil samples indicated that these wells needed to be installed deeper than were planned. Many of the lithologic samples for the wells indicated very little water in the aquifer due to silt and clay content which would have made the proposed monitor wells very difficult, if not impossible, to sample on a regular basis. The screen lengths needed to be lengthened on four of the monitoring wells, and the total depths needed to be increased for all six of the wells.

We are overbudget on the project by \$21,819.11 as indicated by the attached invoice. We formally request a change order for the same amount. The following list of items lead to the increase of charges on the project:


- Additional time required for the monitor well construction permits due to the existence of a permitted irrigation well on Polk City property.
- Time dealing with the investigation of the irrigation well and the withdrawal of WUP No. 20 000825 005 and working with Bob Thompson at the SWFWMD.
- Requesting and obtaining quotes for abandonment of the irrigation well from three water well contractors.
- Additional construction time and oversight time due to the increased depths of the monitor wells with office coordination.
- Additional construction materials for the monitor wells.
- Additional development time required to clear the wells due to the high silt and clay content of the aquifer.
- Additional water quality testing time due to low hydraulic conductivity and high turbidity. It took three different days to collect all of the water quality samples.

Change Order Request for MW Installation and Sampling
Smith Road Land Application Site R/B-R-003
File Number 19-10-0404

-2-

We appreciate the opportunity to provide these hydrogeological services to Hartman Consulting and the City of Polk County. Please do not hesitate to contact us if you have questions or need additional information.

Very truly yours,
ARDAMAN & ASSOCIATES, INC.
Florida Certificate of Authorization No. 5950


Douglas P. Dufresne, P.G.
Project Director
Florida License No. 1527

Attachment



Ardaman & Associates, Inc.

Geotechnical, Environmental & Materials Consultants

10000 E. WILSON AVENUE, SUITE 2000, DENVER, COLORADO 80231-1000, PHONE: (303) 755-3860, FAX: (303) 755-3860
10000 E. WILSON AVENUE, SUITE 2000, DENVER, COLORADO 80231-1000

8008 S. ORANGE AVENUE, ORLANDO, FL 32809

PHONE: (407) 855-3860

DATE: 2/2/20

ATTENTION: ACCOUNTS PAYABLE
HARTMAN CONSULTANTS, LLC
637 N PARK AVENUE
WINTER PARK, FL 32789

INVOICE NO.
FILE NO: 110-10-100404
CLIENT NO: 10447
SERVICE: Engineering
OFFICE: Orlando

Professional Services for Monitoring Well Installation and In-situ Well Sampling for Smith Road Percolation Pond System
Services through January 28, 2020

	Total (Sub)	Unit	Unit Rate	Fee
Professional Services				
Project Director - Mr. Duffring	18.00	hour	\$188.00	\$3,384.00
Senior Geologist - Ms. Davis	1.00	hour	\$140.00	\$140.00
GIS Analyst II - Mr. Columbus	2.50	hour	\$128.00	\$320.00
Staff Scientist II - Mr. Scarpore	50.00	hour	\$108.00	\$5,400.00
Staff Scientist I - Ms. Messing	1.50	hour	\$105.00	\$157.50
Subtotal:				\$10,897.50
Expenses				
Field Supplies - Mr. Scarpore	1.00	hour	\$514.64	\$514.64
ENCO Analytical Laboratories	1.00	hour	\$5,135.00	\$5,135.00
Hot Products, LLC	1.00	hour	\$100.00	\$100.00
Cyclone Instruments & Equipment, Inc.	1.00	hour	\$,196.00	\$,196.00
Subtotal:				\$8,121.16
Drilling Services				
3' Manholes with Cover	1.00	each	\$40.00	\$40.00
SPT Borings 50-100'	47.00	feet	\$20.20	\$951.60
SPT Borings 25-50'	64.00	feet	\$20.10	\$1,286.40
SPT Borings 0-25'	50.00	feet	\$18.00	\$900.00
Well Plug, 2" Lugging Expansion	1.00	each	\$8.00	\$8.00
Sakrete Mix	1.00	bag	\$8.25	\$8.25
Pipe Sells - 2.00" TRJ PVC	1.00	feet	\$2.40	\$2.40
Bentonite Pellets	2.00	board	\$1.10	\$2.20
Mobilization and Demobilization: Minut	1.00	mile	\$0.75	\$0.75
Subtotal:				\$2,800.45
TOTAL INVOICE AMOUNT				\$21,819.11
Billing Summary				
Budget Amount	\$32,000.00			
Previous Billing	\$07,000.00			
Requested This Period	\$21,519.11			
Total Invoiced	\$54,549.11			
Remaining Budget	-\$21,549.11			

Please include Invoice No. on check and mail to
ARDAMAN & ASSOCIATES, INC.
PO BOX 811566
DENVER CO 80291-1566

FORM NO. 1000

ALL TO BE PAID FROM SOURCE DATE: 2/2/2020
Billing \$1,411.75 PER MONTH AND \$8,121.16 ON 2/2/2020. ALL OTHERS TO BE PAID AS PER AGREEMENT.

**City Commission Meeting
February 17, 2020**

AGENDA ITEM # 3: **ORDINANCE 2020-01 - AMENDING THE POLK CITY CODE OF ORDINANCES AND THE UNIFIED LAND DEVELOPMENT CODE**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2020-01 - an Ordinance of Polk City amending the Polk City Code of Ordinances and the Unified Land Development Code of Polk City; amending and updating Article 3, Development Design and Improvement Standards, Section 3.07.00, Compatibility, Landscaping and Buffering Standards, and amending Article 9, Definitions; providing for applicability; providing for repeal of conflicting Ordinances; providing for severability; providing an effective date, **first reading**

ATTACHMENTS:

- Copy of Ordinance 2020-01
- Overview from Central Florida Regional Planning Council

ANALYSIS:

This is a City-initiated amendment to the Polk City Landscape Regulations in the Polk City Land Development Code addressing compatibility, landscaping and buffering standards and definition. Please refer to the attached overview submitted by Central Florida Regional Planning Council; the Planning Commission met on February 3, 2020, and recommended approval with changes. The Planning Commission recommended that Section 3.07.04.12 addressing Mulch require a minimum depth of mulch of 3 to 4 inches. This has been incorporated into Exhibit A of Ordinance 2020-01.

STAFF RECOMMENDATION:

Move to approval Ordinance 2020-01 on First Reading

ORDINANCE 2020-01

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE POLK CITY CODE OF ORDINANCES AND THE UNIFIED LAND DEVELOPMENT CODE OF POLK CITY, FLORIDA; AMENDING AND UPDATING ARTICLE 3, DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS, SECTION 3.07.00, COMPATIBILITY, LANDSCAPING AND BUFFERING STANDARDS; AND AMENDING ARTICLE 9, DEFINITIONS; PROVIDING FOR APPLICABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF POLK CITY, FLORIDA:

SECTION 1. COMMISSION FINDINGS. In adopting this Ordinance and modifying the Polk City Code and the therein-incorporated Unified Land Development Code, the City Commission of Polk City, Florida, hereby makes the following findings:

(1) Section 163.3167(c), Florida Statutes, empowers the City to adopt land development regulations to guide the growth and development of the City.

(2) The City Commission recognizes the need for updated regulations to address compatibility, landscaping, and buffering standards within Polk City.

(3) Pursuant to Section 166.041(c)2, Florida Statutes, the Planning Commission and the City Commission have held meetings and hearings to amend the Unified Land Development Code as presented in the attached exhibit, such exhibit attached as Exhibit "A" and made a part hereof.

(4) The meetings were advertised and held with due public notice, to obtain public comment; and having considered written and oral comments received during public hearings, find the changes necessary and appropriate to the needs of the City.

SECTION 2. LAND DEVELOPMENT CODE AMENDMENT. Article 3 – Development Design and Improvement Standards and Article 9 – Definitions are hereby amended to include the text set forth in Exhibit "A", which is attached hereto and included herein by reference, which amends Section 3.07.00, Compatibility, Landscaping and Buffering.

SECTION 3. CODIFICATION OF ORDINANCE. This Ordinance shall be codified in the Code of Ordinances of Polk City, Florida, and incorporated into the Unified Land Development Code which is a part thereof. A certified copy of this enacting ordinance shall be located in the Office of the City Clerk of Polk City.

The City Clerk shall also make copies available to the public for a reasonable publication charge.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 5. CONFLICTING ORDINANCES AND RESOLUTIONS. All existing ordinances and resolutions of Polk City in conflict with this ordinance are repealed to the extent necessary to give this Ordinance full force and effect.

SECTION 6. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its passage.

INTRODUCED AND PASSED on FIRST READING, this ___ day of _____, 2020.

POLK CITY, FLORIDA

Joe LaCascia, Mayor

ATTEST:

**APPROVED AS TO FORM AND
CORRECTNESS**

Patricia Jackson, City Manager/Clerk

Thomas A. Cloud, City Attorney

PASSED AND DULY ADOPTED ON SECOND READING, with a quorum present and voting by the City Commission of Polk City, Florida meeting in Regular Session this ___ day of _____, 2020.

Joe LaCascia, Mayor

ATTEST:

Patricia Jackson, City Manager/City Clerk

Ordinance 2020-01

Exhibit "A"

AMENDMENTS

ARTICLE 3

DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS

ALL TEXT IN THIS SECTION IS NEW TEXT.

Section 3.07.00 Compatibility, Landscaping and Buffering Standards.

Section 3.07.01 Purpose and Intent.

The City Commission finds that landscaping makes important contributions to the public safety and the general welfare of the City. The purpose and intent of this Section is to set forth requirements and standards for the provision of canopy trees and buffer yards, the conservation of native plants and trees, and the conservation of water resources in the City. Specifically, it is intended that buffer yards will aid in reducing the potential negative impacts caused by glare, noise, dust, dirt, litter, odors and view of various land uses on adjacent properties. It is further intended that the planting of canopy trees will aid in lowering the ambient temperature of the air through increased shading; in conserving water; in enhancing the appearance of properties; in improving property values; and generally in protecting the health, safety and welfare of the public through the improvement of the quality of the human environment. As part of the development approval process, Polk City shall ensure that all new development is properly buffered to prevent adverse impacts on surrounding land uses.

The landscape requirements established by this Article are intended to:

- A. Assist in the development of a sustainable Polk City by encouraging sustainable practices for landscape design, construction, and landscape maintenance.
- B. **Reduce urban runoff and mitigate the effect** of new development, redevelopment, or infill development on the existing drainage system by ensuring the preservation of permeable surfaces and requiring the installation of stormwater Best Management Practice (BMPs) to slow surface flow of stormwater runoff and promote filtration, plant uptake, absorption, and infiltration into sub-soils to reduce subsidence rates.
- C. **Increase compatibility** between abutting land uses and between land uses and public rights-of-way by providing landscape screening or buffers.
- D. Provide for the **conservation of water resources** through the efficient use of irrigation, appropriate mix of plant materials, recycling water elements, and regular maintenance of landscaped areas.
- E. **Protect public health, safety, and welfare** by preserving and enhancing the positive visual experience of the built environment, promoting urban forestry, providing appropriate transition between different land uses, preserving neighborhood character, and enhancing pedestrian and vehicular traffic safety.
- F. **Reduce the urban heat island effect**, enhance the local micro-climate, increase species biodiversity, reduce consumption of energy by proper placement of shade trees and incorporate tree canopy concepts.

Section 3.07.02. Applicability and Exemptions.

A. Applicability.

Except as specifically excluded in the exemptions below, the requirements and regulations of this Article shall apply to the following:

1. The construction of any new building or improvements that require off-street parking and other impervious surfaces to be constructed on the site;
2. The alteration of existing structures or improvements where the alteration adds usable floor area that requires additional off-street parking and other impervious surfaces to be constructed on the site;
3. The construction or expansion of off-street parking and loading areas;
4. The paving of any existing unpaved off-street parking and/or loading areas; and
5. Any change of use which results in the property becoming a higher impact/higher intensity use.

B. Exemptions.

The development, redevelopment, reconfiguration, expansion or change of use of any site requiring review by the City must comply with all elements of this Article, unless any of the following exemptions apply:

1. Enlargement or repair of a single family or duplex residence unless specifically stated otherwise.
2. New single family and duplex development on individual residential lots are exempt from all provisions of this Article, except the requirement of two (2) large or medium sized trees per residential lot, or one (1) tree per attached unit.
3. Bona fide agriculture.
4. Buildings and structures are not counted as impervious surface for the purpose of calculating the areas that must be shaded with canopy trees.
5. Swimming pools and the area specifically designed to be the deck or pool apron abutting the pool are exempt from canopy requirements.
6. Docks, piers, seawalls, boardwalks and other improvements designed to serve pedestrians near the water or in the use of boats are exempt from canopy requirements. Paved areas abutting a seawall, dock or pier are exempt to a maximum width of ten feet (10').
7. Paved surfaces within the supporting cables of a radio, television or microwave tower or a cable television satellite receiver, are exempt from canopy requirements.
8. Properties where existing buildings have reduced or no setbacks from property lines, which are physically unable to comply with buffer yard and/or canopy requirements.

Section 3.07.03. Landscape Plans and Permits.

Landscape materials depicted on landscape plans approved by the City are required development plan elements in the same manner as structures, parking, and other improvements. As such, the owner of record is responsible for the maintenance, repair, and replacement of all landscape materials, fences, steps, retaining walls, and similar landscape elements over the entire life of the development.

Section 3.07.03.01 Content

Prior to issuance of any development permit covered, a landscape plan shall be submitted showing information required by this section. The landscape plan shall be drawn to a scale with sufficient clarity and detail to indicate the type, nature and character of the improvements on the site, and the relative location of all landscaping in relation to said improvements. The landscape plan may be submitted separately, but shall be a part of the site development plan, when a site development plan is required under Article 7.

When landscaping is required under this Article, no building, grading or site preparation shall be allowed until the landscape plan has been approved by the City Manager, or designee. The plan shall be dated and stamped approved by the City and only these plans and the requirements of this Article shall govern the construction of the site landscaping and subsequent maintenance inspections. A permit shall be obtained for the project within twelve (12) months of the approval date of the approved landscape plan or the plan shall become invalid, unless granted an extension.

The landscape plan shall include the following information:

1. The location and dimensions of all existing and proposed structures, property lines, servitudes, parking lots and drives, roadways and rights-of-way, sidewalks, signs, refuse disposal and recycling areas, sidewalks, bicycle paths and parking facilities, fences, electrical equipment, recreational facilities, drainage facilities, and other freestanding structures, as determined necessary by the Development Director.
2. The location, quantity, size, name, both botanical and common, and condition of all existing plant materials and trees, and a description of all tree preservation measures.
3. The location, quantity, size, name, and condition of all plant material and trees in the right-of-way, and indicating plant material and trees to be retained and removed.
4. The location, quantity, size, and name, both botanical and common, of all proposed plant material including, but not limited to, shade and evergreen trees, shrubs, groundcover, annuals, perennials, and turf.
5. The existing and proposed grading of the site indicating contours at one (1) foot intervals.
6. Building elevations of all proposed fences, walls, steps, and fixed retaining walls (cast concrete, unitized walls) on the site.
7. Other details as deemed necessary by the Development Director or the Planning and Zoning Commission.

Section 3.07.03.02 Minor Changes To Approved Landscape Plans

Minor changes to the landscape plan that do not result in a reduction in the net amount of plant material as specified on the approved landscape plan or a reduction in the net amount of water detained or stored and filtered on-site may be approved by the Development Director. Changes to the size and amount of plant materials of an approved landscape plan are not considered a minor change. Major changes shall be approved by the body initially granting approval of the landscape plan.

Section 3.07.03.03 Alternative Compliance

1. The landscape and stormwater management standards contained in this Article are intended to encourage development that is environmentally functional, economically viable, and aesthetically pleasing. The following standards are not intended to inhibit creative development. Project conditions associated with individual sites may justify approval of alternative methods of compliance when landscape is part of an integrated water management strategy. It is acknowledged that conditions may arise where normal compliance is impractical or impossible, a design proposal offers superior results, or maximum achievement of the City's objectives can only be obtained through alternative compliance.
2. Requests for alternative compliance will be accepted for any permit application to which the requirements of this Article apply, when one (1) or more of the following conditions are met:
 - a. Topography, soil, vegetation, drainage, or other site conditions are such that full compliance is impractical.
 - b. Improved environmental quality would result from the alternative compliance of the provisions of this Article.
 - c. Spatial limitations, unusually shaped pieces of land, unusual servitude requirements, or prevailing practices in the surrounding area may justify alternative compliance for infill sites.
3. A request for alternative compliance shall be submitted at the time the landscape and/or stormwater management plan is submitted. In no case shall the landscape requirements be reduced by more than 25 percent. Request for alternative compliance shall be accompanied by a written explanation of such alternatives to allow appropriate valuation and decision by the by the Development Director.

Section 3.07.04. Selection, Installation, and Maintenance of Plant Materials

Landscaping shall include the conservation of native plants and trees; the selection and planting of trees to shade vehicular use areas, sidewalks and other paved surfaces; and the design, selection of trees and shrubbery, and the planting of landscape materials to establish buffer yards.

Section 3.07.04.01. Selection of New Trees and Shrubs; Site Conditions.

All plants identified in this Article are "Florida Friendly" plants for Polk County, and are well suited to the environment in the City. A Florida Friendly Landscape is designed to reduce impacts to the environment through the selection of the right plant for the right location, thereby reducing the need for greater landscape maintenance and irrigation.

Plant material shall be selected for its form, texture, color, pattern of growth, and suitability to local conditions. All landscape plans shall incorporate at least 50 percent

of native trees and shrubs into required plant materials to provide habitat for wildlife, reduce irrigation requirements and promote the sustainability and survivability of plant material.

All new living plant material to be installed shall be nursery grown and root pruned stock, free of insects, disease and defects, and shall satisfy the requirements of this Article and be Florida Grade No. 1 or better as defined in the most current edition of Grades and Standards for Nursery Plants, Florida Department of Agriculture and Consumer Services, Florida Division of Plant Industry. All plants installed on the site shall be in accordance with the plans stamped approved by the City.

Section 3.07.04.02. Preservation of Existing Trees and Shrubs.

Existing trees and shrubs shall be preserved whenever possible provided the plants are all healthy species and are not listed as an exotic and/or nuisance plant in the most recent Invasive Plant List of the Florida Exotic Pest Plant Council. In these instances the plant material shall be acceptable to the City and may be maintained in its natural setting and incorporated into the required landscaping areas to fulfill the intent of this Article. Landscape plans shall identify those existing plant materials credited toward the City landscape requirements. If existing trees and shrubs cannot be preserved, the applicant must provide justification as to why the plants must be removed.

Areas of existing vegetation to remain on site and as noted on landscape plans shall not be encroached upon or damaged during construction by any or all activities above or below ground. Visible barricades shall be placed around these areas and shall be kept clear of all construction materials, traffic and debris. Areas that have been damaged or removed shall be replanted and refurbished to restore the area as much as possible to its original condition.

The following methods and procedures shall be followed when preserving trees:

1. The use of hand labor may be necessary to clear vegetation within the drip line of those trees to be preserved.
2. The area within the drip line of any tree to be preserved shall remain undisturbed; no materials, machinery, and soil shall be placed within the drip line.
3. Materials, wires, signs or nails shall not be attached to any tree unless such materials are used to preserve the tree.
4. All felled material shall be promptly and carefully removed from the site in order to avoid potential damage to remaining trees and vegetation.
5. Visible barricades shall be erected around those trees to be preserved. These barricades shall be at the drip line of the tree(s) and no closer than ten (10) feet to the trunk of the tree.
6. All trees to be preserved shall have their natural soil level maintained.
7. All efforts shall be made through the grading and drainage plan to maintain the natural drainage to those trees to be preserved.

Section 3.07.04.03. Exotic and Nuisance Plants.

The use of exotic and nuisance plants is prohibited and shall not be accepted as part of an approved landscape plan. For purposes of this Section, exotic and nuisance plants

shall be those provided in the most recent Invasive Plant List of the Florida Exotic Pest Plant Council.

Section 3.07.04.04. Groupings.

Landscape areas having plants with similar water needs shall be grouped together and irrigated by a dedicated irrigation controller station. All plants listed in the landscape plan shall be classified and grouped by category of water use calculations. Water use calculations shall be grouped as low, medium, and high.

Section 3.07.04.05. Energy Conservation

Plant material placement shall be designed to reduce the energy consumption needs of the development. Shade trees shall be included on the exposed west and south elevations when landscape is required.

Section 3.07.04.06. Species Diversity

Diversity among required plant material for on-site landscape is required. This provides visual interest and reduces the risk of losing a large population of plants due to disease. Table 23-1: Diversity Requirements indicates the percentage of diversity required based on the total quantity of species being used. For example, if a development requires 45 shade trees, no more than 18 trees nor less than 5 trees can be of 1 species, and there shall be a minimum of 5 different species within the 45 trees.

Total Number of Plants Per Plant Type	Diversity Requirements		Minimum Number of Species
	Maximum of Any Species	Minimum of Any Species	
1-4	100%	Not Applicable	1
5-10	60%	40%	2
11-15	45%	20%	3
16-75	40%	10%	5
76-499	25%	5%	8
500-999	30%	5%	10
1,000+	15%	4%	15

Section 3.07.04.07. Planting

In order to meet the landscaping requirements of this Article, plant material shall be planted in the ground. Landscape planted within planters and raised planter boxes are not considered to meet the landscape requirements.

Section 3.07.04.08. Minimum Tree Planting Height, Planting Area and Distance from Pavement.

Maximum Tree Size at Maturity	Minimum Planting Height	Planting Area	Minimum Distance from Pavement
(Small) Less than 30 feet tall	6 feet	50-150 square feet	2 feet
(Medium) Less than 50 feet tall	8 feet	150-300 square feet	4 feet
(Large) Taller than 50 feet	10 feet	More than 300 square feet	More than 6 feet

(Source: University of Florida "Planting Area Guidelines," 2011; planting area and distance from pavement; based on minimum 3' soil depth).

All newly planted trees shall be staked and guyed immediately after installation and shall remain supported until the root systems have established themselves to adequately support the tree.

Section 3.07.04.09. Minimum Shrub Planting Requirements.

Shrubs shall be a minimum of one (1) foot tall at the time of planting, except where they are to act as required screening for residential uses and districts, in which case they shall be a minimum of three (3) feet in height at the time of planting and maintained at a minimum height of five (5) feet at maturity. One (1) foot high shrubs shall be spaced no greater than thirty (30) inches on center and three (3) foot high shrubs shall be spaced no greater than thirty-six (36) inches on center. The City may authorize alternate spacing for species which have especially broad coverage.

Section 3.07.04.10. Ground Covers.

Ground covers shall be spaced no greater than eighteen (18) inches on center and may be planted in lieu of lawn grass. A list of recommended ground cover species is provided in Table 3.07.09. E of this Article.

Section 3.07.04.11. Lawn Grass.

Grass may be sodded, plugged, sprigged or seeded except that solid sod shall be used in swales or other areas subject to erosion (generally slopes steeper than 10:1). Grassed areas that are installed by methods other than sod shall attain a full grassed coverage within three (3) months of the date of installation. A list of lawn grass species and their characteristics, including drought tolerance level, soil type, light requirements, wear tolerance and plant maintenance, are provided in Table 3.07.09. F. The selection of lawn grasses shall be based upon the species and characteristics which are most appropriate for the site.

Section 3.07.04.12. Mulch.

Planting beds shall be mulched with standard accepted mulch materials to 1) prevent the invasion of other plant species; 2) to absorb moisture for the benefit of the plants; and 3) to present a neat and orderly appearance of the landscaped area. The mulched bed shall have a uniform coverage and a minimum depth of three (3) to four (4) inches. Mulched areas around trees should be at least 8 feet in diameter. The use of cypress mulch is discouraged.

Section 3.07.04.13 Planting Beds.

The planting bed for all landscaping materials shall be free of weeds, debris, and nuisance/invasive materials and shall consist of a healthy plant growth medium. The planting bed soil shall provide adequate support, drainage, and nutrients for the plants.

Section 3.07.04.14. Landscaping for Decorative and Masonry Walls.

Residential subdivisions and commercial and industrial developments may have decorative entrance and screening walls. Landscaping (a combination of trees and shrubbery) shall be installed within the property setback/buffer yard area. If there are no specific buffer yard requirements for the development, one (1) tree shall be planted

for each fifty (50) linear feet of wall. Buffer yard trees and shrubs required by this Article shall be planted on the street side of the wall.

Section 3.07.04.15. Tree Requirements for Residential Properties.

Trees for new residential development shall be provided at a rate of two (2) large or medium sized trees per residential lot or one (1) tree per attached unit. Existing trees may be used to satisfy this requirement on individual development parcels provided they are not specifically listed as an invasive species in the most recent Invasive Plant List of the Florida Exotic Pest Plant Council.

Section 3.07.04.16. Encroachments.

A. Structures.

Accessory uses, buildings, and dumpster pads shall not encroach upon or conflict with required landscaped areas.

B. Parking Stalls.

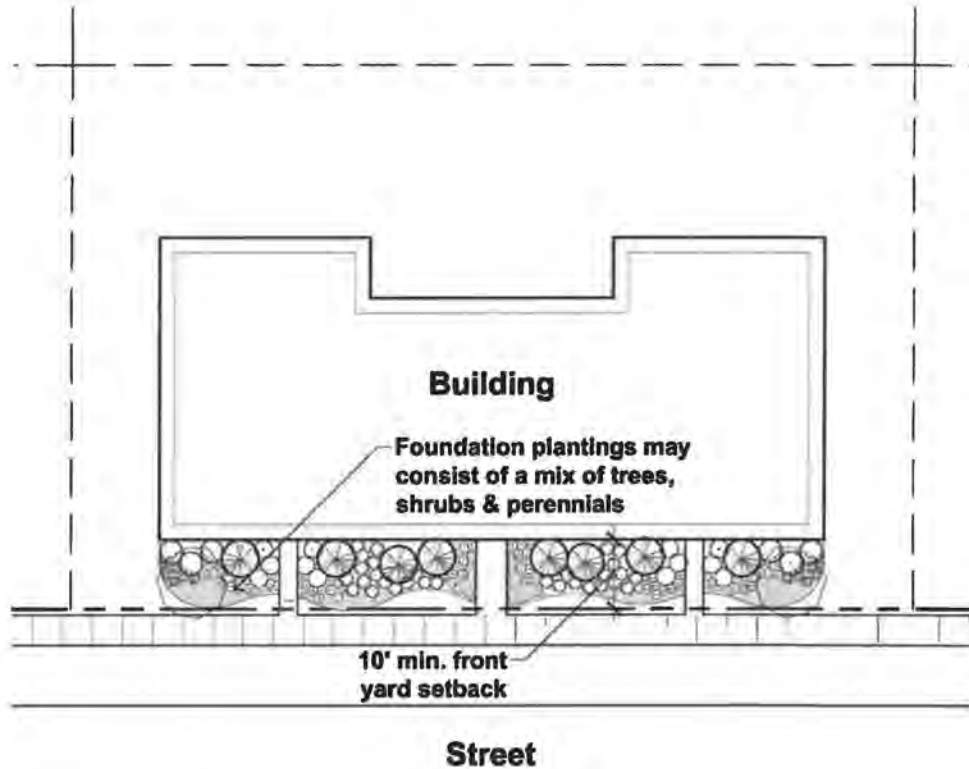
No more than two (2) feet of vehicular overhang shall be allowed into a landscape area and no trees and shrubs shall be planted within the area of encroachment.

Section 3.07.05 Building Foundation Landscape and Landscape Yards

Section 3.07.05.01 Building Foundation Landscaping

For all multi-family dwellings of seven (7) or more dwelling units, mixed-use developments, and non-residential uses that maintain a front or corner side yard of ten (10) or more feet and no parking is located within that front or corner side yard, the following building foundation plantings are required:

1. A single hedge row is required, planted with one (1) shrub every thirty-six (36) inches on center, spaced linearly. The shrubs shall measure a minimum of twenty-four (24) inches at planting, and a minimum of thirty-six (36) inches to a maximum of forty-eight (48) inches in height at maturity. The equivalent quantity of shrubs may be arranged at the discretion of the designer subject to approval by the City.
2. The remainder of the area shall be planted with vegetative cover.
3. These plantings may be supplemented with trees and perennials.
4. Plantings are not required where walkways and driveways are located.



Section 3.07.05.02 Front Landscape Yards

Where a multi-family dwelling of seven (7) or more dwelling units, mixed-use development, or non-residential use maintains parking in front of the principal building, a front landscape yard a minimum of ten (10) feet in width shall be installed along the front lot line. In this case, the front landscape yard requirements control rather than the perimeter parking lot landscape requirements.

1. Five (5) plant unit options are presented Section 3.06.04.06. Any alternative or a combination of alternatives may be used. Plantings may be spaced at various intervals and/or clustered based on specific site requirements or design scheme, to be approved as part of the landscape plan.
2. One (1) plant unit per one-hundred (100) linear feet shall be provided.
3. When figuring the number of plant units or quantity of plant material required, the number shall be rounded up. For example, three and one-tenths (3.1) shade trees is rounded up to four (4) shade trees.
4. All plant materials, excluding trees, shall be in the bedline. All plant materials in raised planters do not meet the requirements of this section.
5. Use of rocks or bare earth in lieu of groundcover plantings may not exceed 20 percent of the total front yard landscape area, excluding driveways, walkways, or other access points.

PLANT UNIT OPTIONS	QUANTITY & TYPE OF PLANTS	ILLUSTRATION
EXAMPLE UNIT A	1 Shade Tree	
	2 Ornamental Trees	
	20 Shrubs	
EXAMPLE UNIT B	1 Shade Tree	
	1 Ornamental Tree	
	1 Evergreen Tree	
EXAMPLE UNIT C	30 Shrubs	
	2 Ornamental Trees	
	3 Evergreen Trees	
	25 Shrubs	
EXAMPLE UNIT D	4 Evergreen Trees	
	34 Shrubs	

Section 3.07.06 Parking Lot Landscape

Section 3.07.06.01 Required Parking Lot Landscaping

1. All parking lots of ten (10) or more spaces require a landscape plan as a condition of obtaining a building permit.
2. Perimeter parking lot landscape is required for all parking lots, whether an accessory or principal use, and shall be established along the edge of the parking lot that abuts a public right-of-way, excluding alleys.
3. Interior parking lot landscape, whether an accessory or principal use, is required for parking lots of ten (10) or more spaces.

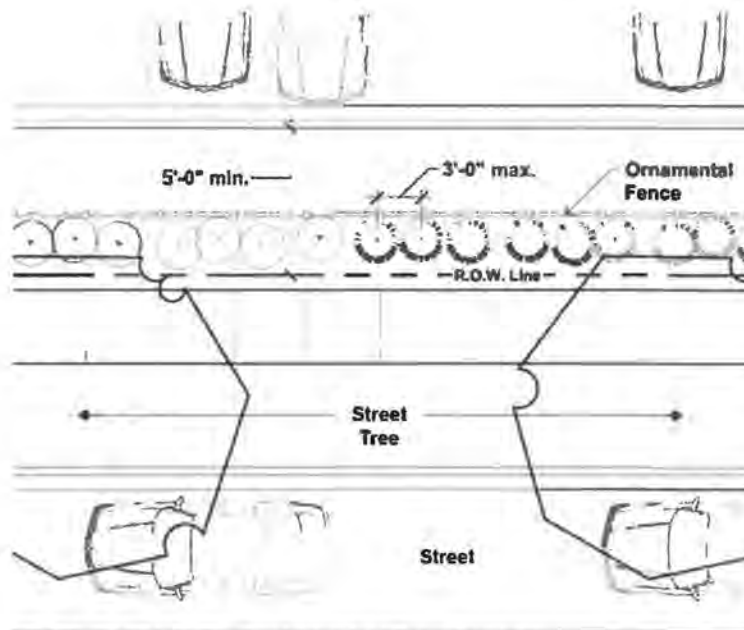
4. For existing parking lots that currently do not comply with the required parking lot landscape, such landscape shall be provided when any one (1) of the following occurs:
 - a. A new principal building is constructed.
 - b. A building addition is constructed that expands the building footprint by thirty percent (30%) or more.
 - c. Over fifty percent (50%) of the total area of an existing parking lot is reconstructed.
 - d. When an existing parking lot less than ten thousand (10,000) square feet in area is expanded by fifty percent (50%) or more in total surface area.
 - e. When an existing parking lot over ten thousand (10,000) square feet in area is expanded by twenty-five percent (25%) or more in total surface area.
5. When an existing parking lot is required by this section to provide landscape, which would result in creating a parking area that no longer conforms to the parking regulations of this Article, the existing parking lot is not required to install all or a portion of the required landscape. The applicant is required to show that landscape cannot be accommodated on the site. If only certain requirements can be accommodated on the site, only those elements are required. The Development Director will make the determination that all or a portion of required landscape does not have to be installed.
6. Nothing in this section prevents the applicant's voluntary installation of additional parking lot landscaping, so long as the site complies with parking space requirements and parking lot design requirements.

Section 3.07.06.02 Perimeter Parking Lot Landscape

Perimeter parking lot landscape provides for the enhancement and screening of parking lots by requiring a scheme of landscape along public streets. A perimeter landscape yard is required for all parking lots and the landscape treatment shall run the full length of the parking lot where it abuts a public right-of-way, excluding an alley. In the case of parking located at the front of the building, the front landscape yard requirements control. The perimeter parking lot landscape yard shall be improved as follows:

1. The perimeter landscape yard shall be a minimum of five (5) feet in width.
2. A single hedge row is required, planted with one (1) shrub every thirty-six (36) inches on center to form a continuous visual buffer. At the time of planting, the shrubs shall be at three (3) to five (5) gallons in size or twenty-four (24) inches in height and a minimum of thirty-six (36) inches to a maximum of forty-eight (48) inches in height at maturity.
3. A minimum one (1) foot of width of groundcover or mulch. All mulch shall derive from a living, natural source.
4. One (1) shade tree every forty (40) feet on center or one (1) ornamental tree every twenty-five (25) feet on center spaced linearly. Trees may be spaced at various intervals and/or clustered based on specific site requirements or design scheme to be applied as part of the landscape plan. Shade trees are defined as having a height of over forty (40) feet at maturity, ornamental trees are defined as having a height of less than forty (40) feet at maturity.

5. All ornamental fence a minimum of four (4) feet in height is required, subject to the following materials:
 - a. Metal Picket
 - b. Wood
 - c. Masonry
6. Alternatively, a low pedestrian wall the height of which provides effective screening to a maximum height of three (3) feet, may be used instead of shrubs and an ornamental fence. Where possible, plant materials shall be installed between the sidewalk and the wall to provide a softening effect on the wall.
7. All perimeter parking lot landscape areas shall be protected with raised concrete curbs.

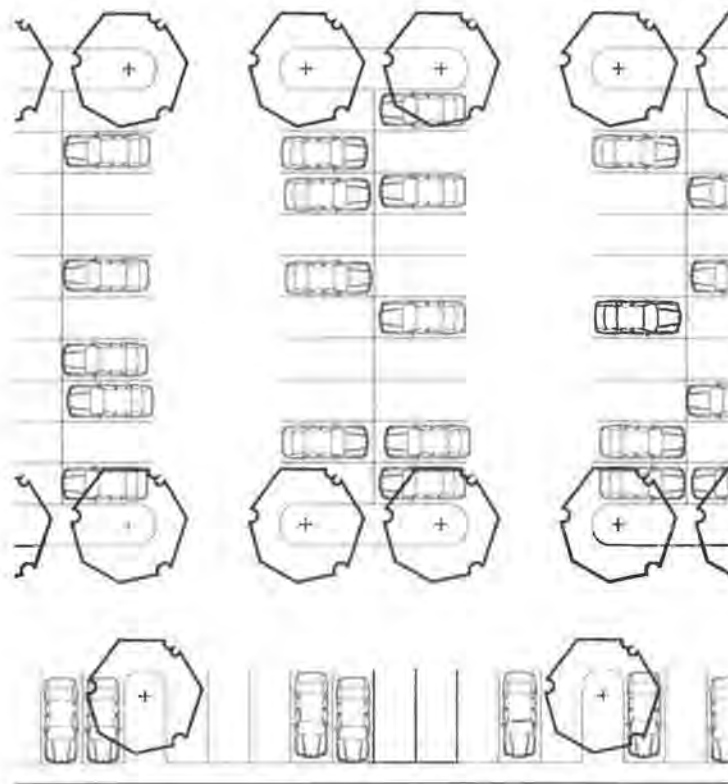


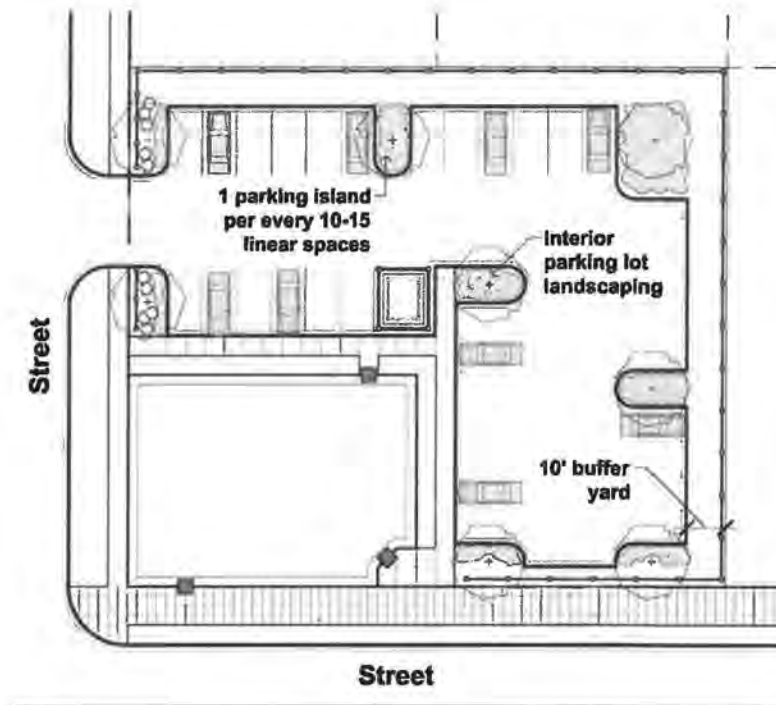
Section 3.07.06.03 Interior Parking Lot Landscape

For parking lots consisting of ten (10) or more spaces, interior parking lot landscape is required. However, these planting provisions may be waived if the applicant presents an alternate landscape plan that provides a combination of tree canopy, landscape design elements, and/or non-reflective auto canopies, including solar panels and solar powered electric auto recharging stations, that shade a minimum of fifty percent (50%) of the parking lot paved surface within five (5) years of completion.

1. One (1) parking lot island shall be provided between every ten (10) contiguous parking spaces. As part of the landscape plan approval, parking lot island locations may be varied based on specific site requirements or design scheme, to be approved as part of the landscape plan, but the total number of islands shall be no less than the amount required of one (1) island for every ten (10) spaces.
2. In addition to parking lot islands, additional landscaped areas shall be provided within the interior of parking lots. All rows of parking spaces shall terminate in a parking lot island or landscaped area. The minimum total landscaped area, including parking lot islands, is ten percent (10%) of the total parking lot area, excluding any area of perimeter parking lot landscape.

3. Parking lot islands or landscaped areas shall be at least one-hundred sixty (160) square feet in area. However, parking lot islands shall be the same dimension as the parking stall. Double rows of parking shall provide parking lot islands that are the same dimension as the double row.
4. Parking lot islands or landscaped areas shall be designed to apply sustainable techniques allowing the flow and access of stormwater. Such islands and landscaped areas shall be protected by tire stops or curbing with gaps that allows runoff to flow through.
5. The following plantings are required in parking lot islands and landscaped areas:
 - a. Trees, preferably with capacity for high water retention, shall be the primary plant materials used in parking lot islands and landscaped areas. Other plant materials may be used to supplement the shade tree plantings but shall not create visibility concerns for automobiles and pedestrians.
 - b. One (1) shade tree is required every parking lot island or landscaped area. If the island extends the width of a double row, then two (2) shade trees are required.
 - c. Shrubs shall be planted within the parking island to provide another layer of planting for visual interest.
 - d. A minimum of seventy-five percent (75%) of every parking lot island shall be planted in live groundcover, perennials, or ornamental grasses. Mulch is required to fill in planting areas for early growth protection until the groundcover is established and covers the planting area. It is encouraged to mulch bare areas for three (3) to five (5) years, or until the plant material is fully established in the parking Islands.





Section 3.07.07. Canopy Coverage and Tree Species.

Trees providing canopy coverage shall be required for the purpose of shading vehicular use areas, sidewalks and other paved surfaces associated with all development in the City, thereby lowering the ambient temperature of the air through increased shading; conserving water; enhancing the appearance of properties; improving property values; and protecting the general health, safety and welfare of the public through the improvement of the quality of the human environment. Buildings and structures shall not be counted as impervious surface for the purpose of calculating the areas that must be shaded with canopy trees.

- A. Canopy trees shall be selected from Table 3.07.09. A
- B. Canopy coverage trees shall be interspersed throughout all vehicular use areas rather than restricted in any way to only a portion of the site. This allows for flexibility and creative design opportunities.
- C. Trees located in buffer yards may receive partial credit in meeting vehicular use areas interior landscaping canopy requirements.
- D. Planting areas under trees shall be planted with shrubs and/or ground covers which are compatible with site conditions.

Section 3.07.07.01. Tree Canopy Waivers.

Within the C-1, C-2, M-1 and M-2 zoning districts, the City Commission may grant a waiver or modification of tree canopy requirements for impervious surfaces, which are exclusively used for parking and/or maneuvering of large trucks and/or for storing products or materials

- A. Site Plan and Staff Review.

1. The applicant shall submit an application, site plan, and application fee to the City Manager, or his or her designee.
2. The site plan shall detail the proposed exceptions to the strict application and enforcement of the tree canopy requirements contained in this Article.
3. The City Manager, or his or her designee, shall forward the application and site plan to the DRC, which shall review the request and provide comments to the applicant.
4. Upon DRC approval, the City Manager, or his or her designee, shall schedule the request for City Commission review.

B. Commission Findings.

In considering a waiver or modification request, the City Commission shall make the following findings:

1. The particular characteristics of the use and/or the site, such as its size, configuration, topography or subsurface conditions, are such that strict application of the tree canopy requirements would result in unreasonable hardship to the developer.
2. The effect of the waiver or modification does not nullify the purpose and intent of the City's landscape requirements.
3. The approval of the waiver or modification upholds the public interest.
4. The approval of the waiver or modification is not contrary to the City's Comprehensive Plan.

C. Commission Action.

1. The City Commission may accept, reject, or approve the request with conditions to assure the results of the waiver or modification will be in accord with the intent of the City's landscape requirements.
2. Requests for a waiver or modification of landscape requirements shall be approved by Resolution.

Section 3.07.08. Buffer Yards.

A buffer yard is an area containing plant material, fences, walls and/or berms which provide a visual screen and physical separation between incompatible land uses. The purpose of this Section is to establish minimum buffer yard widths and landscaping requirements, in order to ensure compatibility between adjacent properties and land uses. The minimum required width of the buffer yard is therefore based on the potential degree of incompatibility between two abutting land uses.

Section 3.07.08.01. Buffer Yards Between Proposed and Abutting Land Uses and Vacant Property.

The City provides four (4) different category types of buffer yards, identified as types A, B, C and D. Table 3.07.06. A, establishes the type of buffer yard required between

proposed and existing land uses. When property adjacent to a proposed development is vacant, the need for a buffer yard is determined by the zoning classification of the vacant site as provided in Table 3.07.06. B.

Section 3.07.06.02. Buffer Yards along Rights-Of-Way.

In addition to the standards set forth in this Article regarding landscape requirements between proposed and abutting land uses and vacant property, provisions shall also be made to buffer land uses from adjacent public streets or rights-of-way as follows:

A. Arterial Roadways.

Land uses, excluding agriculture, located along arterial roadways are required to provide a landscape strip at least ten (10) feet wide with a minimum of five (5) trees for each one hundred (100) linear feet of right-of-way frontage, or fraction thereof. In addition, seven (7) shrubs per tree shall be planted within the landscape strip.

B. Collector Roadways.

Land uses, excluding agriculture, located along collector roadways are required to provide a landscape strip at least ten (10) feet wide with a minimum of one (1) tree and seven (7) shrubs for each fifty (50) linear feet of right-of-way frontage, or fraction thereof.

C. Railroad Rights-Of-Way.

Commercial and industrial land uses located along railroad rights-of-way shall not be required to provide buffering between the use and the right-of-way. New residential developments, excluding individual single-family home sites, individual duplex units and individual infill lot development shall meet the requirements of a "D" buffer yard as specified under Section 3.07.06.04 of this Article.

D. Residential Street.

New residential developments, excluding individual single-family home sites, individual duplex units and individual infill lot development, located along a residential street, shall provide a landscape strip at least five (5) feet wide with at least one tree per lot. Any trees within this buffer yard may count towards the two (2) tree requirement per Section 3.07.04.11 of this Article.

E. Setbacks for Vision Clearance.

Buffer yards shall comply with Vision Clearance.

Section 3.07.08.03. Buffer Yards for Free Standing or Satellite Parking Lots.

Buffer yards for free standing or satellite parking lots shall meet the following requirements:

A. *Residential Zoning Districts:* Standing or satellite parking lots located in residential zoning districts, which serve adjacent zoned businesses, shall meet the following requirements.

1. Site plan approval by the City Commission is required;

2. Where the parking lot is contiguous to side lot lines of residentially zoned property, a side yard at least ten feet (10') in width shall be provided;
 3. The parking area shall be provided with a continuous, unpierced masonry wall six feet (6') in height adjacent to all required yards. All such walls shall be smoothly finished and shall not be used for any sign;
 4. All yard spaces between the required wall and lot lines shall be landscaped with at least one hedgerow of hardy shrubs, not less than five feet (5') in height, placed next to the walls, and the remainder of the yard spaces shall be lawn. All such landscaping shall be maintained in a healthy, growing condition, neat and orderly in appearance, and yard spaces shall be kept free of refuse or debris;
 5. Where the parking lot is separated from residentially zoned property by a street, a buffer yard at least ten feet (10') in width shall be provided along the street frontage;
 6. Where the parking is located upon a street upon which residentially zoned properties front and abut in the same block, a front yard shall be provided at least 25 feet (25') in depth. Where one or both of the lots contiguous to and on each side of the parking lot are developed with residential structures having front yards greater than 25 feet (25') in depth, the front yard on the parking lot shall be not less in depth than the deeper of these existing front yards.
- B. *All Other Zoning Districts:* With the exception of letter A above, standing or satellite parking lots located in all other zoning districts shall be designed in accordance with the following requirements.
1. The parking area shall be provided with a buffer yard at least ten feet (10') in width along all property lines and streets on which the off-street parking area is located.
 2. See Section 3.07.06.01, Buffer Yards along Rights-Of-Way, for landscape buffer requirements adjacent to public rights-of-way.
 3. Relief of the buffer yard requirements may be granted by the City Council along property lines where adjoining businesses wish to share a common lot. Where this is the case, site plan approval by the City Commission is required.
- C. *Site Plan Review:* The City Commission may consider specific site plan requests under this Section. The Commission may accept or reject the original request, or it may impose conditions or safeguards on the request which is finds necessary to uphold the public purpose and the intent of the City Code. Approval shall be in the form of a resolution.

Table 3.07.08.A.

Buffer Yard Requirements between Proposed and Abutting Land Uses

PROPOSED LAND USE	ABUTTING LAND USE									
	Single family detached dwellings	Duplex; Single family attached; multi-family up to 4 units per acre; outdoor recreation facilities; cemeteries	Professional office with up to 8 parking spaces; child care centers in converted residential structures	Duplex, single family attached, mobile home parks and multi-family at 4-8 units per acre	Mobile home parks, single family attached, multi-family at 8+ units per acre up to and including 12 units per acre; Utility substations, switching stations, etc.	Professional office with 9+ parking spaces; Churches; Schools; Government facilities; Commercial development sites with up to 10 parking spaces	Other retail, wholesale, service businesses; Self-storage; Automobile service stations; Shopping centers; Hotels, motels; Hospitals; Multi-family over 12 units per acre	Light Industry; PWS; Governmental public works storage/equipment facilities	Heavy industry; Water and wastewater treatment facilities	
Single family detached dwellings	N	A	B	B	C	C	C	D	D	
Duplex; Single family attached; multi-family up to 4 units per acre; outdoor recreation facilities; cemeteries	A	N	A	B	B	C	C	D	D	
Professional office with up to 8 parking spaces; child care centers in converted residential structures	B	A	N	A	B	B	C	C	D	
Duplex, single family attached, mobile home parks & multi-family at 4-8 units per acre	B	B	A	N	A	B	C	C	D	
Mobile home parks, single family attached, multi-family at 8+ units per acre up to & including 12 units per acre; Utility substations, switching stations, etc.	C	B	B	A	N	A	B	C	C	
Professional office with 9+ parking spaces; Churches; Schools; Government facilities; Commercial development sites with up to 10 parking spaces	C	C	B	B	A	N	A	C	C	
Other retail, wholesale, service businesses; Self-storage; Automobile service stations; Shopping centers; Hotels, motels; Hospitals; Multi-family over 12 units per acre	C	C	C	C	B	A	N	B	C	
Light Industry; PWS; Governmental public works storage/equipment facilities	D	D	C	C	C	C	B	N	B	
Heavy industry; Water & wastewater treatment facilities	D	D	D	D	C	C	C	B	N	

N = No Buffer Yard Required.

A through D = Type of Buffer Yard Required (See Section 3.07.06.04 for Illustrated Examples Buffer Yard Designs).

Table 3.07.08. B

Buffer Yard Requirements between Proposed Land Use and Vacant Property

PROPOSED USE	ADJACENT VACANT LAND (By Zoning District)												
		R-1	R-2	R-3	R-4 R-5 MHP		C-1	C-2		M-1	M-2	PB	CON
Single family detached dwellings		A	A	A	B		C	N		C	D	C	C
Duplex; Single family attached; Multi-family up to 4 units per acre; Outdoor recreation facilities; Cemeteries		N	A	A	A		C	N		C	D	C	C
Professional office with up to 8 parking spaces; Child care centers in converted residential structures		A	A	A	A		B	N		B	C	C	C
Duplex, single family attached; mobile home parks and multi-family at 4-8 units per acre		A	N	A	A		C	N		C	D	C	C
Mobile home parks; Single family attached; Multi-family at 8+ units per acre up to and including 12 units per acre; Utility substations, switching stations, etc.		B	A	N	N		C	N		C	D	C	C
Professional office with 9+ parking spaces; Churches; Schools; Government facilities; Commercial development sites with up to 10 parking spaces		C	C	A	A		B	N		B	C	B	C
Other retail, wholesale, service businesses; Self-storage; Automobile service stations; Shopping centers; Hotels, motels; Hospitals; Multi-family over 12 units per acre		B	B	B	A		N	N		B	C	B	D
Light Industry; PWS; Governmental public works storage/equipment facilities		C	C	B	B		B	N		N	A	C	D
Heavy industry; Water and wastewater treatment facilities		D	D	C	C		C	N		A	N	D	D

N = No Buffer Required.

A through D = Type of Buffer Yard Required (See Section 3.07.06.04 for Illustrated Examples Buffer Yard Designs).

Section 3.07.08.04. Buffer Yard Diagrams.

Upon determining the type of buffer yard required for a property (type A, B, C, or D), the yard width and number of plantings shall be calculated. Three options are offered within each buffer yard type, allowing a buffer yard which best fits the constraints and features of the

site. Any of the options within a particular buffer yard type will fulfill the buffer yard requirement. For example, if a Buffer Yard A is required, there are three options to choose from; a ten (10) foot wide buffer, a fifteen (15) foot wide buffer or a twenty (20) foot wide buffer. The number of trees and shrubs to be planted within the buffer yard area is dependent upon the buffer yard width chosen; a wider buffer yard requires less plant material.

The diagrams specify the number of each type of plant required per 100 linear feet, excluding any driveway access. The plant material does not need to be equally spaced and may be placed in any configuration, or grouped to best display the plant material within the required buffer yard area. When natural plant material is present, it may be counted towards the total buffer yard requirement for trees and shrubs provided the existing material is generally consistent with the intent of this Article.

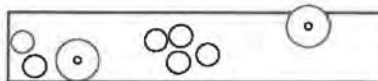
Buffer Yard

Plant Material / 100 Linear Feet

A

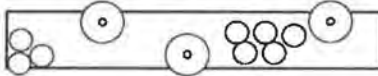
Width 20'

2 Trees
6 Shrubs



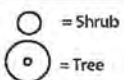
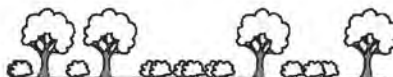
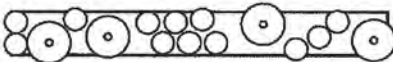
Width 15'

3 Trees
8 Shrubs



Width 10'

4 Trees
12 Shrubs



Buffer Yard

Plant Material per 100 ft

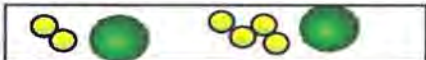
A

PLAN VIEW

ELEVATION

Width 20 ft

2 Small Trees
6 Shrubs



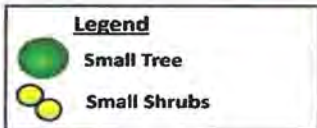
Width 15 ft

3 Small Trees
8 Shrubs



Width 10 ft

4 Small Trees
12 Shrubs



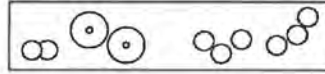
Buffer Yard

Plant Material / 100 Linear Feet

B

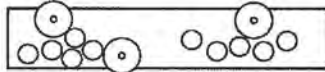
Width 25'

2 Trees
8 Shrubs



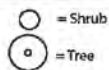
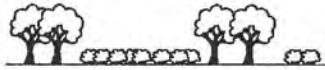
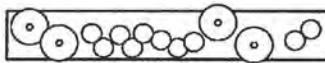
Width 20'

3 Trees
10 Shrubs



Width 15'

4 Trees
10 Shrubs



Buffer Yard

Plant Material per 100 ft

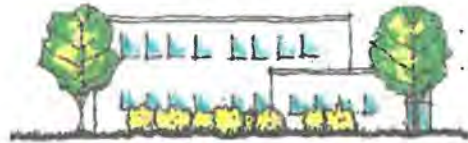
B

PLAN VIEW

ELEVATION

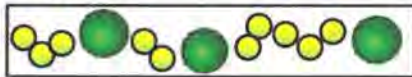
Width 25 ft

2 Small Trees
8 Shrubs



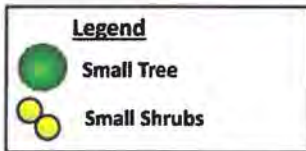
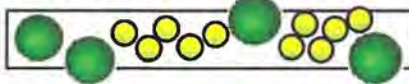
Width 20 ft

3 Small Trees
10 Shrubs



Width 15 ft

4 Small Trees
10 Shrubs



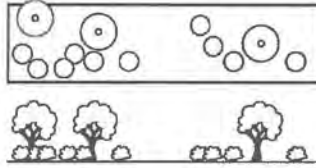
Buffer Yard

Plant Material / 100 Linear Feet

C

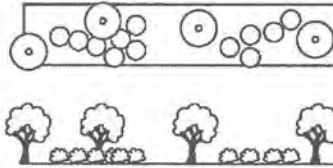
Width 30'

3 Trees
10 Shrubs



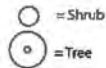
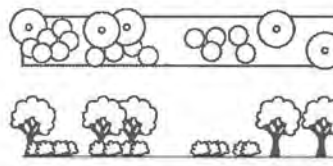
Width 20'

4 Trees
12 Shrubs



Width 15'

5 Trees
15 Shrubs



Buffer Yard

Plant Material per 100 ft

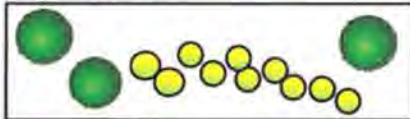
C

PLAN VIEW

ELEVATION

Width 30 ft

3 Small Trees
10 Shrubs



Width 20 ft

4 Small Trees
12 Shrubs



Width 15 ft

5 Small Trees
15 Shrubs



Legend



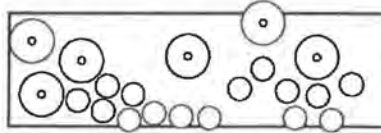
Buffer Yard

Plant Material / 100 Linear Feet

D

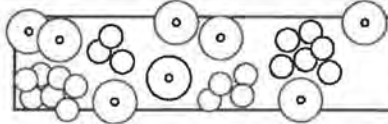
Width 40'

6 Trees
15 Shrubs



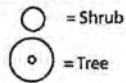
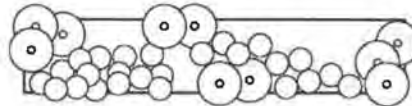
Width 30'

8 Trees
20 Shrubs



Width 20'

10 Trees
25 Shrubs



Buffer Yard

Plant Material per 100 ft

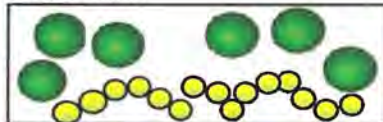
D

PLAN VIEW

ELEVATION

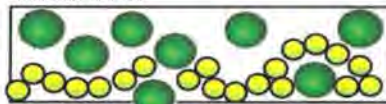
Width 40 ft

6 Small Trees
15 Shrubs



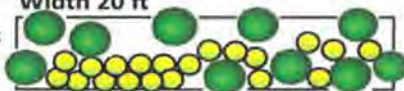
Width 30 ft

8 Small Trees
20 Shrubs

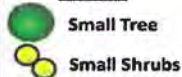


Width 20 ft

10 Small Trees
25 Shrubs



Legend



Section 3.07.08.05. Buffer Yards, Utilities and Utility Easements.

- A) Plantings other than lawn grasses are prohibited within any utility easements. Utility easements shall not be located as part of a buffer yard.

- B) Tree planting restrictions in relation to overhead power lines are identified in Tables 3.07.11. A, and 3.07.11. B, of this Article.
- C) Large and medium sized trees should not be planted closer than fifteen feet (15') to any light pole.

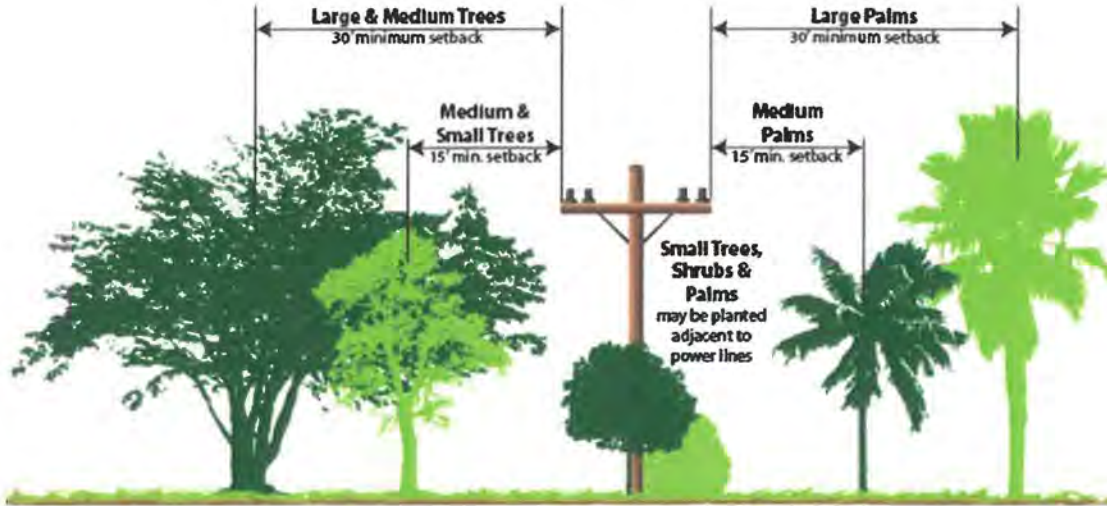


Figure -- Planting Distance from Power Lines

Section 3.07.09. Installation, Irrigation, Inspection, Certificate of Occupancy/Completion and Maintenance.

All plants shall be "Florida Grade No. 1" or better, shall be healthy and free of diseases and pests, and shall be of nursery stock in two (2) gallon containers. Field grown trees shall be balled and burlapped and heeled in or hardened off.

A. Installation.

1. The developer shall provide an appropriate planting soil medium for required plants and shall irrigate plant materials to sustain healthy growth of all plants to maturity.
2. Areas on any development site not used for buildings, including single family and duplex development on individual lots, paved surfaces, or other landscape improvements shall be sodded or seeded prior to the issuance of a Certificate of Occupancy/Completion.
3. Areas within public rights-of-way, and areas off-site which have been disturbed by construction activity, shall be cleaned of all debris, re-graded to the proper elevations, and sodded so as to restore the area to a stabilized and planted state.
4. Utility and Landscaping Compatibility.
 - a. General. Lighting fixtures; transformer boxes; fire hydrants; power, cable television or telephone lines; sewer or water pipes; or any other existing or proposed utility facilities and associated appurtenances, shall be located and designed to provide adequate service in the presence of landscape materials when such landscape reaches maturity. Reasonable efforts shall be made to install utility service without impacting existing trees. Lighting fixtures shall be located a minimum of ten feet from all required shade trees. No shade tree that exceeds 40 feet in height at maturity shall be placed within 15 feet of any overhead utility. Fire hydrant connections and building fire connections shall not be obstructed by plant material. Shrubs and ground covers 12 inches or less in height may be planted to soften the visual impact of these facilities, provided that the necessary access to such facilities is maintained.
 - b. Underground utility lines shall not be located within the rootzone volume of an existing or proposed tree, except for those lines that are four-inch diameter or less, and then only where the utility separation requirements in subsection (c) below are met.
 - c. Minimum utility separation requirement. A minimum of seven and one-half feet (7.5') is required between new trees and existing or proposed water lines, wastewater force main, reclaimed water, gas, electric and telecommunications main and service utility lines, to protect against root incursion. A minimum separation requirement of ten feet (10') is required between new trees and existing or proposed wastewater gravity collection mains and laterals. Reduced separation distances to three and one-half feet (3.5') may be allowed at the discretion of the utility company. In these instances the utility company may require one of the following measures to protect the utility lines, in accordance with the standards established by the utility company:
 - i. Compaction of the soil immediately adjacent to the underground lines to 98 percent proctor density from the utility line to within 12 inches of ground surface;
 - ii. Encasing the utility line with excavatable flowable fill. Steel casing, or other acceptable methods;
 - iii. Wrapping the utility line with an herbicide-impregnated geo-textile bio-barrier cloth;
 - iv. Protecting the utility line with structural barriers of cast-in-place or pre-cast concrete panels, steel or high-density plastic sheet-pile barriers; or
 - v. Steel casing, installed in accordance with standards established by the utility company.

B. Irrigation.

1. No irrigation system shall be required where existing natural plant communities are maintained.
2. All new landscaped areas shall be provided with an appropriate irrigation system, consistent with the needs of the plants contained therein and water conservation efficient.
3. An irrigation system shall be designed to provide full coverage of all landscape areas without over spraying onto impervious surfaces including pavement, vehicular or pedestrian areas and/or adjacent properties.
4. The irrigation system shall be operational prior to the issuance of any Certificate of Occupancy/Completion for the property.

C. Inspection and Certificate of Occupancy/Completion.

The City Manager, or Building Official, shall inspect the landscaping installation to ensure that it is in conformance with the requirements set forth in this Article and with the approved landscape plan.

D. Maintenance.

Landscaped areas shall be maintained in good condition so as to present a healthy, neat and orderly appearance and shall be kept free from refuse and debris. All landscaped areas consisting of ground covers and grasses shall be mowed and shall be well kept as outlined in Sec. 34-81 and Sec. 34-82 of the Polk City Code of Ordinances addressing the Polk City Vegetation Abatement Ordinance.

Section 3.07.10. Violations and Penalties.

- A. All plant material which dies shall be replaced with plant material of required variety and size within thirty (30) days from the date of official notification.
- B. Consistent with letter A above, if a restoration plan is presented and differs from the original approved plan, three (3) copies of such restoration plan shall be submitted and approved by the City Manager, or his or her designee. The City Manager, or his or her designee, shall re-inspect the property for compliance after the restoration is complete.
- C. Each failure to comply with any of the provisions of this Article shall constitute an individual violation. Failure to maintain viable landscaping consistent with the approved landscape plan shall constitute a violation subject to penalties and shall be subject to code enforcement action by the City.

Section 3.07.11. Plant Species List.

Plants species identified in this Article include "Florida Friendly" native and non-native plants. Any new plant material, which will serve to meet the City's minimum landscape requirements, shall be selected from the following plant species tables.

In calculating canopy requirements, each existing tree to be preserved, and each new tree to be planted shall be credited with its mature canopy, as provided in this Article. If an on-site preserved tree is not listed as an invasive plant in the most recent Invasive Plant List of the Florida Exotic Pest Plant Council, and its actual canopy exceeds the canopy area identified in this Article, the greater canopy area may be used in calculating canopy coverage.

**Table 3.07.11. A
Large Trees**

Species	Common Name	Type	Soil	Light	Drought Tolerance	Mature Height (feet)	Mature Crown Spread (feet)	Mature Canopy Area (sq. ft.)	P/L (feet)
<i>Acer barbatum</i>	Florida Maple	D	A	F, P	High	35-50	25	491	15-30
<i>Acer rubrum</i>	Red Maple	D	A	F, P	Medium	35-50	25	491	15-30
<i>Betula nigra</i>	River Birch	D	A	F, P	Low	40-50	25	491	15-30
<i>Carya spp.</i>	Hickory, Pecan	D	WD-M	F, P, S	High	50-100	30	707	30+
<i>Fraxinus caroliniana</i>	Pop Ash	D	W	P, F	Medium	30-50	30	707	15-30
<i>Fraxinus pennsylvanica</i>	Green Ash	D	M-W	P, F, S	Medium	50-100	50	1964	30+
<i>Gordonia lasianthus</i>	Loblolly Bay	E	WD-M	P, F	Low	30-40	16	201	15-30
<i>Liquidambar styraciflua</i>	Sweetgum	D	WD-M	F,P	Medium	40-100	30	707	30+
<i>Magnolia grandiflora</i>	Southern Magnolia	E	WD-M	F,P	Medium	40-80	25	491	30+
<i>Magnolia virginiana</i>	Sweet Bay Magnolia	E	M-W	P, F	None	30-60	16	201	15-30
<i>Pinus clausa</i>	Sand Pine	E	WD	F, P, S	High	25-40	25	491	15-30
<i>Pinus elliotii densa</i>	Southern Slash Pine	E	WD-M	F, P	High	75-100	25	491	15-30
<i>Pinus palustris</i>	Longleaf Pine	E	WD-M	F	High	60-80	25	491	15-30
<i>Platanus occidentalis</i>	Sycamore	D	A	F, P	Medium	75-90	30	707	30+
<i>Quercus alba</i>	White Oak	D	WD-M	F, P	Medium	60-100	35	962	30+
<i>Quercus austrina</i>	Bluff Oak	D	WD-M	F	High	40-80	35	962	30+
<i>Quercus falcata</i>	Turkey Oak	D	WD	F	High	40-50	25	431	30+
<i>Quercus laurifolia</i>	Laurel Oak	Semi D	M	F, P	Medium	60-100	35	962	30+
<i>Quercus muhlenber</i>	Pin Oak	D	M-W	F	Medium	90	35	962	30+
<i>Quercus nigra</i>	Water Oak	Semi D	M-W	F, P	High	60-100	30	707	30+
<i>Quercus shumardii</i>	Shumard Oak	D	WD-M	F	High	60	40	1256	30+
<i>Quercus virginiana</i>	Live Oak	E	M-W	F, P	High	50-60	50	1964	30+
<i>Taxodium distichum</i>	Bald Cypress	D	A	F, P	High	60-100	20	314	15-30
<i>Ulmus alata</i>	Winged Elm	D	A	F, P	High	20-25	25	491	15-30
<i>Ulmus Americana</i>	American Elm	D	A	F, P	High	80-100	30	707	30+
<i>Ulmus parvifolia</i>	Drake Elm	D	WD-M	F, P	High	30-40	16	201	15-30

Key
Type: D = Deciduous, E = Evergreen
Soil Type: WD = Well Drained, M = Medium Drained W = Wet, A = All Types
Light: S = Shade, P = Partial Shade, F = Full Sun **P/L:** Distance from Power Lines

**Table 3.07.11. B
Medium and Small Trees**

MEDIUM SIZED TREES

Species	Common Name	Type	Soil	Light	Drought Tolerance	Mature Height	Mature Crown Spread	Mature Canopy Area (sq. ft.)	P/L
<i>Carpinus caroliniana</i>	American Hornbeam	D	A	F, P, S	Medium	25-35'	12'	113	15-30
<i>Cercis canadensis</i>	Eastern Redbud	D	WD	F, P, S	High	20-30'	10'	201	0
<i>Crataegus spp.</i>	Hawthorn	D	A	F, P	High	15-20'	12'	113	0
<i>Cupressus arizonica</i>	Arizona Cypress	E	WD	F	High	30-40'	15'	177	15-30
<i>Elaeocarpus decipiens</i>	Japanese Blueberry	E	WD	F, P	High	30-40'	30'	707	30+
<i>Ilex attenuata</i>	East Palatka Holly	E	WD	F, P	Medium	25-30'	16'	201	15-30
<i>Ilex cassine</i>	Dahoon Holly	E	M-W	F, P, S	Medium	25-30'	16'	201	15-30
<i>Ilex opaca</i>	American Holly	E	A	F, P,	High	30-45'	16'	201	15-30
<i>Ilex rotunda</i>	Rotund Holly	E	WD	F, P	Medium	20-30'	20'	315	15-30
<i>Juniperus sillicicola</i>	Southern Red Cedar	E	WD	F, P	High	25-30'	12'	113	15-30
<i>Lagerstroemia indica</i>	Crape Myrtle	D	WD-M	F	High	15-25'	12'	113	0
<i>Persea borbonia</i>	Red Bay	E	A	F, P	High	20-60'	12'	113	15-30
<i>Quercus lyrata</i>	Overcup Oak	D	WD-M	F, P	Medium	30-40'	35'	962	30+
<i>Tabebuia chrysostricha</i>	Yellow Trumpet Tree	Semi E	WD	F	Medium	25-35'	25'	0	15-30
<i>Tabebuia heterophylla</i>	Pink Trumpet Tree	D	WD	F	High	20-30'	20'	0	15-30
<i>Tabebuia impetiginosa</i>	Purple Trumpet Tree	Semi E	WD	F	High	12-18'	10'	0	0

SMALL SIZED TREES

Species	Common Name	Type	Soil	Light	Drought Tolerance	Mature Height (feet)	Mature Crown Spread (feet)	Mature Canopy Area (sq. ft.)	P/L (feet)
<i>Aesculus pavia</i>	Florida Buckeye	D	WD-M	S, P	Medium	15-20	20	315	0
<i>Callistemon rigidus</i>	Bottlebrush, stiff	E	M-W	F, P	High	8-15	5	20	0
<i>Callistemon viminalis</i>	Bottlebrush, weeping	E	W	F	High	15-20	10	79	0
<i>Chionanthus virginicus</i>	Fringetree	D	WD-M	P, F, S	Medium	15-25	10	79	0'
<i>Cornus florida</i>	Flowering Dogwood	D	WD	P, F, S	Medium	20-30	16	201	15-30
<i>Eriobotrya japonica</i>	Loquat	E	WD	F, P	Medium	15-20	10	79	0
<i>Ilex vomitoria</i>	Yaupon Holly	E	A	P, F	High	15-25	8	50	0
<i>Magnolia Xsoulangiana</i>	Saucer Magnolia	D	WD-M	F, P	Low	20-25	20	0	0
<i>Osmanthus americanus</i>	Wild Olive	E	A	F, P	Medium	15-30	8	50	0
<i>Prunus angustifolia</i>	Chickasaw Plum	D	WD	P, F	High	15-20	15	177	0
<i>Prunus umbellate</i>	Flatwoods Plum	D	M	P, F	Medium	12-20	15	177	0
<i>Quercus geminata</i>	Sand Live Oak	E	WD	F	High	15-30	12	113	0

Key

Type: D = Deciduous, E = Evergreen
Soil Type: WD = Well Drained, M = Medium Drained W = Wet, A = All Types
Light: S = Shade, P = Partial Shade, F = Full Sun **P/L:** Distance from Power Lines

**Table 3.07.11. C
Large Shrubs**

Species	Common Name	Soil	Light	Drought Tolerance	Height	Spread
<i>Abelia Xgrandiflora</i>	Glossy Abelia	WD	F, P	M	6-10'	6-10'
<i>Agarista populifolia</i>	Fetterbush	A	S, P	M	8-12'	5-10'

<i>Allamanda nerifolia</i>	Bush Allamanda	WD	P, S	M	5-15'	4-10'
<i>Aloysia virgate</i>	Sweet Almond Bush	M	F	H	6-12'	6-12'
<i>Asimina spp.</i>	Pawpaw	WD-M	F, P, S	M	15-20'	15-20'
<i>Baccharis halimifolia</i>	Groundsel Bush, Salt Bush	A	F	M	8-10'	6-12'
<i>Berberis julianae</i>	Wintergreen Barberry	M	F, P	M	4-6'	2-5'
<i>Brunfelsia grandiflora</i>	Yesterday-Today-and-Tomorrow	WD	F, P, S	M	7-10'	5-8'
<i>Buddleia lindleyana</i>	Butterfly Bush	WD	F	M	4-6'	4-6'
<i>Calliandra haematocephala</i>	Red Powderpuff	WD	F, P	H	6-8'	8-12'
<i>Callicarpa americana</i>	Beautyberry	WD	P, S	H	6-8'	6-8'
<i>Calycanthus floridus</i>	Eastern Sweetshrub	WD-M	P, S	M	6-9'	6-12'
<i>Camellia japonica</i>	Camellia	M	P, S	M	10-20'	10-20'
<i>Carissa macrocarpa</i>	Natal Plum	WD	F, P	H	2-20'	2-20'
<i>Cestrum aurantiacum</i>	Orange Jessamine	WD	P, F	M	4-10'	6-8'
<i>Clethra alnifolia</i>	Sweet Pepperbush	A	P, F, S	M	4-8'	4-8'
<i>Crataegus spp.</i>	Hawthorn Golden Dewdrop	A	F, P	H	20-35'	15-40'
<i>Erythrina herbacea</i>	Coral Bean	WD-M	F, P	H	5-10'	8-12'
<i>Forestiera segregate</i>	Florida Privet	WD-M	P, F	H	4-15'	3-12'
<i>Galphimia glauca</i>	Thryallis	WD	F	M	5-9'	4-6'
<i>Gardenia jasminoides</i>	Gardenia	WD	S, P	M	4-8'	4-8'
<i>Hamelia atens</i>	Firebush	WD-M	F, P, S	M	5-20'	5-8'

Key
Soil Type: WD = Well Drained, M = Medium Drained, W = Wet, A = All Types
Light: S = Shade, P = Partial Shade, F = Full Sun
Drought Tolerance: H = High, M = Medium, L = Low, N = None

**Table 3.07.11. C
Large Shrubs**

<i>Species</i>	Common Name	Soil	Light	Drought Tolerance	Height	Spread
<i>Heptapleurum arboricola</i>	Dwarf Schefflera	WD-M	P, F	H	10-15'	6-15'
<i>Hibiscus spp.</i>	Hibiscus	WD-M	F, P	M	4-12'	3-10'
<i>Hydrangea arborescens</i>	Wild Hydrangea	WD-M	P	N	6-10'	6-10'
<i>Hydrangea macrophylla</i>	French Hydrangea	WD-M	S, P	M	6-10'	6-10'
<i>Hydrandea quercifolia</i>	Oakleaf Hydrangea	WD-M	F, P, S	M	6-10'	6-8'

<i>Ilex X' Mary Nell'</i>	Mary Nell Holly	WD-M	F, P	M	10-20'	10-15'
<i>Ilex cornuta</i>	Chinese Holly	WD	P, F	H	15-25'	15-25'
<i>Illicium spp.</i>	Star Anise	WD	P, F	M	10-15'	6-15'
<i>Jasminum mesnyi</i>	Primrose Jasmine	WD-M	F	M	5-10'	2-5'
<i>Jamminum multiflorum</i>	Downy Jasmine	WD	F, P	M	5-10'	5-10'
<i>Jasminum nitidum</i>	Star Jasmine	WD	F	M	10-20'	5-10'
<i>Jatropha integerrima</i>	Peregrina	WD	F, P	H	8-15'	5-10'
<i>Ligustrum japonicum</i>	Ligustrum	WD	F, P	H	8-12'	15-25'
<i>Loropetalum chinense</i>	Chinese Fringe Bush	WD	F,P	M	6-15'	8-10'
<i>Malvaviscus arboreus</i>	Turk's Cap	WD-M	F	M	6-12'	3-5'
<i>Myrica cerifera</i>	Wax Myrtle	A	F, P	M	10-40'	20'-25'
<i>Nerium oleander</i>	Oleander	WD	F, P	H	4-18'	3-15'
<i>Osmanthus fragrans</i>	Tea Olive	WD	F, P	M	15-30	15-20'
<i>Philadelphus inodorus</i>	English Dogwood	M-W	P, F	H	10-12'	6-10'
<i>Philodendron bipinnatifidum</i>	Tree Philodendron	WD-M	S, P	M	6-12'	10-15'
<i>Philodendron cvs.</i>	Philodendron	A	S, P	M	1-12'	2-15'
<i>Pittosporum tobira cvs.</i>	Pittosporum	WD	F, P	H	8-12'	12-18'
<i>Plumbago auriculata</i>	Plumbago	WD	F	M	3'-6'	3'-6'
<i>Podocarpus macrophyllus</i>	Podocarpus	WD	F, P	H	30-40'	20-25'
<i>Rhamnus caroliniana</i>	Carolina Buckthorn	WD	F, P, S	H	12-15'	10-15'
<i>Rhododentron cvs.</i>	Azalea	WD	P	M	3-12'	3-10'
<i>Sabal minor</i>	Dwarf Palmetto	WD-M	P, F, S	H	4-9'	4-8'
<i>Thunbergia erecta</i>	King's Mantle, Bush Clock Vine	WD-M	P, F	M	4-6'	5-8'

Key

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Drought Tolerance: H = High, M = Medium, L = Low, N = None

**Table 3.07.11. C.
Large Shrubs**

LARGE SHRUBS						
Species	Common Name	Soil	Light	Drought Tolerance	Height	Spread
<i>Vaccinium arboreum</i>	Sparkleberry	WD-M	P, F, S	M	12-18'	10-15'
<i>Viburnum obovatum</i>	Walter's Viburnum	WD	P, F, S	H	8-25'	6-10'
<i>Viburnum odoratissimum</i>	Sweet Viburnum	WD	F, P, S	M	15-30'	15-25'
<i>Viburnum rufidulum</i>	Southern Blackhaw	WD-M	F, P, S	H	20-25'	20-25'
<i>Viburnum suspensum</i>	Sandankwa Viburnum	WD	P, S	L	6-12'	6-12'
<i>Vitex agnus-castus</i>	Chaste Tree	WD	F, P, S	H	10-20'	15-20'
<i>Yucca spp.</i>	Yucca	WD	F, P	H	3-30'	3-15'

Key
Soil Type: WD = Well Drained, M = Medium Drained W = Wet, A = All Types
Light: S = Shade, P = Partial Shade, F = Full Sun
Drought Tolerance: H = High, M = Medium, L = Low, N = None

**Table 3.07.11. D.
Small Shrubs**

SMALL SHRUBS						
Species	Common Name	Soil	Light	Drought Tolerance	Height	Spread
<i>Caesalpinia spp. And cvs.</i>	Poinciana	WD-M	F	M	8-35'	10-35'
<i>Gamolepis spp.</i>	Bush Daisy	WD	F	M	2-4'	3-4'
<i>Ixora coccinea</i>	Ixora	WD	F	M	10-15'	4-10'
<i>Lantana depressa</i>	Weeping Lantana	WD	F	M	3-6'	3-6'
<i>Leucophyllum frutescens</i>	Texas Sage, Silverleaf	WD	F	H	3-5'	3-5'
<i>Lyonia lucida</i>	Fetterbush	WD-M	F, P	H	3-15'	2-5'
<i>Mahonia fortune</i>	Fortune's Mahonia	WD	S, P	M	3-5'	3-5'
<i>Pyracantha coccinea</i>	Firethorn	WD-M	F, P	M	10-15'	8-12'
<i>Raphiolepis spp. And cvs.</i>	Indian Hawthorn	WD-M	F, P	H	2-10'	2-6'
<i>Rosa spp.</i>	Rose	WD	F	M	1-20'	2-8'
<i>Rosmarinus spp.</i>	Rosemary	WD-M	F, P	H	3-6'	4-5'
<i>Russelia equisetiformis</i>	Coral Plant	WD	F	H	3-5'	6-12'
<i>Russelia sarmentosa</i>	Firecracker Plant	WD	F, P	M	3-4'	2-4'
<i>Sabal etonia</i>	Scrub Palmetto	WD	F, P	H	4-6'	4-6'

Key
Soil Type: WD = Well Drained, M = Medium Drained W = Wet, A = All Types
Light: S = Shade, P = Partial Shade, F = Full Sun
Drought Tolerance: H = High, M = Medium, L = Low, N = None

**Table 3.07.11. E
Ground Covers**

<i>Species</i>	Common Name	Soil	Light	Drought Tolerance	Height	Spread
<i>Aloe spp.</i>	Aloe	WD	F, P	H	1-3'	1-3'
<i>Anthericum sanderi</i>	St. Bernard's Lily	WD	F, P	M	1- 1½'	½ - 1'
<i>Arachis glabrata</i>	Perennial Peanut	WD	F	H	½ - 1'	1-8'
<i>Aspidistra elatior</i>	Cast Iron Plant	WD	P, S	M	1-3'	1-3'
<i>Cyrtomium falcatum</i>	Holly Fern	WD-M	P, F, S	M	2-3'	3-4'
<i>Dyschoriste oblongifolia</i>	Twin Flower	WD	F, P	H	½ - 1'	1- 1½'
<i>Evolvulus glomeratus</i>	Blue Daze	WD	P	M	½ - 1'	1-2'
<i>Glandularia tampensis</i>	Tampa Vervain	WD	F	H	1½ - 2'	1 - 1 ½'
<i>Hedera canariensis</i>	Algerian Ivy, Canary Ivy	WD	S	M	½ - 1'	1-6'
<i>Helianthus debilis</i>	Beach Sunflower	WD	F	H	Up to 2'	6' or more
<i>Ipomoea spp.</i>	Sweet Potato Vine	WD-M	F, P	H	10-20'	10-40'
<i>Juniperus conferta and cvs.</i>	Shore Juniper	WD	F	H	1-2'	6-10'
<i>Lantana montevidensis</i>	Trailing Lantana	WD	F	M	1-3'	4-8'
<i>Liriope muscari and cvs.</i>	Liriope, Monkey Grass, Border Grass	WD	F, P, S	M	1-2'	1-2'
<i>Mimosa strigillosa</i>	Powderpuff, Sunshine Mimosa	WD	F	M	½ - ¾'	8-10'
<i>Ophiopogon japonicas and cvs.</i>	Mondo Grass, Dwarf Liriope	WD	S, P	M	½ - 1'	½ - 2'
<i>Phyla nodiflora</i>	Capeweed	WD-M	F, P	M	½ - 1'	8-10'
<i>Trachelospermum jasminoides</i>	Confederate Jasmine, Star Jasmine	WD-M	F, P	M	1-3'	1-30'
<i>Vinca major</i>	Periwinkle	WD-M	P, F, S	M	1-2'	1-5'

Key

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Light: S = Shade, P = Partial Shade, F = Full Sun

Drought Tolerance: H = High, M = Medium, L = Low, N = None

**Table 3.07.11. F.
Lawn Grass Species**

CHARACTERISTICS	LAWN GRASSES					
	BAHIA	BERMUDA	CARPETGRASS	SEASHORE PASPALUM	ST. AUGUSTINE	ZOYSIA
Area Adapted To	Statewide	Statewide	Wet Areas	Statewide	Statewide	Statewide
Soil	Acid, Sandy	Whole Range	Acid, Wet	Wide Range	Wide Range	Wide Range
Leaf Texture	Coarse-Medium	Fine-Medium	Medium	Fine-Medium	Coarse-Medium	Fine-Medium
Drought Tolerance	Excellent	Good	Poor	Good	Fair	Medium
Shade Tolerance	Poor	Poor	Fair	Poor	Good	Good
Wear Tolerance	Poor	Good-Excellent	Poor	Good-Excellent	Poor	Good-Excellent
Nematode Tolerance	Very Good	Poor	Poor	Good	Good	Poor
Maintenance Levels	Low	Medium-High	Low	Medium	Medium	High
Uses	Lawns, roadsides	Athletic Fields, golf courses	Wet Areas	Lawns, athletic fields, golf courses	Lawns	Lawns
Establishment Methods	Seed, Sod	Sod, sprigs, plugs, some seed	Seed, sprigs	Sod, plugs, sprigs	Sod, plugs, sprigs	Sod, plugs, sprigs

Source: "Selecting a Turf Grass for Florida Lawns," University of Florida IFAS Extension (ENHO4, 2007).

AMENDMENTS

ARTICLE 9

DEFINITIONS

BERM: An earthen embankment erected to provide or act as a landscaping screen.

BONA FIDE AGRICULTURAL PURPOSES: (Section 193.461, F.S.). Good faith commercial agricultural use of the land, which includes but is not limited to horticulture, livestock, dairy, tropical fish, sod farming and all forms of farm products and farm production. In determining whether the use of the land for agricultural purposes is bona fide, the following factors may be taken into consideration:

1. The length of time the land has been so used.
2. Whether the use has been continuous.
3. The purchase price paid.
4. Size, as it relates to specific agricultural use, but in no event shall a minimum acreage be required for agricultural assessment.
5. Whether an indicated effort has been made to care sufficiently and adequately for the land in accordance with accepted commercial agricultural practices, including, without limitation, fertilizing, liming, tilling, mowing, reforestation, and other accepted agricultural practices.
6. Whether such land is under lease and, if so, the effective length, terms, and conditions of the lease.
7. Such other factors as may from time to time become applicable.

BUFFER YARD: An area or strip of land established to separate and protect one type of land use from another with which it is incompatible. A buffer area typically is landscaped and contains vegetative plantings, berms, and/or walls or fences to create a visual and/or sound barrier between the two incompatible uses.

CANOPY, TREE: The area shaded by the crown of mature trees.

CROWN: Refers to that part of the tree consisting of limbs, branches, twigs and leaves; the top of the tree.

DRIP LINE: An imaginary circle that could be drawn on the soil around a tree directly under the tips of its outermost branches. The feeder roots of a tree usually extend to or beyond this line and receive water that drips off the canopy above.

IMPERVIOUS SURFACE: Those surfaces which have been compacted or covered with a layer of material so that they are highly resistant to infiltration by water and includes all structures, roofs,

parking areas, driveways, streets, sidewalks, and other areas of concrete, asphalt, compacted clay or other similar surfaces.

PAVEMENT: A hard, stabilized surface of impervious or permeable material that will bear travel. Includes the term "paved area" and "paved surface".

PERMEABLE PAVEMENT: A range of materials and techniques for paving roads, parking lots, driveways and walkways, which allow the movement of water and air around the paving material. Although some porous paving materials appear nearly indistinguishable from nonporous materials, their environmental effects are qualitatively different as the pervious material allows precipitation to percolate through areas that would traditionally be impervious, and instead infiltrates the stormwater through the pavement to the soil below.

PLANTING AREA: A particular location where plants are placed in the ground to grow.

VEHICULAR USE AREA: All paved areas, including impervious and hard surface, and stabilized permeable pavement, which provide site access, traffic circulation and areas for vehicular parking, loading and unloading.



POLK CITY COMMISSION
TEXT AMENDMENT TO THE LAND DEVELOPMENT CODE

ORDINANCE 2020-01

FEBRUARY 17, 2020

TO: POLK CITY COMMISSION

FROM: CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

SUBJECT: **Ordinance 2020-01: Amendment to Landscape Regulations:** City-initiated Amendment to the Polk City Landscape Regulations in the Polk City Land Development Code addressing compatibility, landscaping, and buffering standards and definitions.

MEETING DATES:

Planning Commission Hearing: February 3, 2020 at 5:30 PM
City Commission First Reading: February 17, 2020 at 7:00 PM

PLANNING COMMISSION RECOMMENDATION:

On Monday, February 3, 2020, the Polk City Planning Commission unanimously recommended to forward the proposed amendments to the City Commission with a recommendation of approval with changes. The Planning Commission recommended that Section 3.07.04.12 addressing Mulch require a minimum depth of mulch of 3 to 4 inches. This has been incorporated into the Exhibit A of Ordinance 2020-01.

CITY COMMISSION MOTION OPTIONS:

1. I move the City Commission approve Ordinance 2020-01 on first reading.
2. I move the City Commission approve Ordinance 2020-01 with changes on first reading.
3. I move the City Commission deny Ordinance 2020-01 on first reading.

Overview

Update - Polk City Landscape Regulations *Compatibility, Landscaping, and Buffering Standards*

Amendments Outline

Based on past input from the Polk City Planning and Zoning Commission, attached please find the draft update to the Polk City Landscape Regulations in the Polk City Land Development Code. This is all new text.

The amendments provide for greater water conservation while further addressing compatibility of land uses through landscape design.

Section 3.07.00	Compatibility, Landscaping and Buffering Standards.
Section 3.07.01	Purpose and Intent.
Section 3.07.02.	Applicability and Exemptions.
Section 3.07.03.	Landscape Plans and Permits.
Section 3.07.04.	Selection, Installation, and Maintenance of Plant Materials
Section 3.07.05	Building Foundation Landscape and Landscape Yards
Section 3.07.06	Parking Lot Landscape
Section 3.07.07.	Canopy Coverage and Tree Species.
Section 3.07.08.	Buffer Yards.
Section 3.07.09.	Installation, Irrigation, Inspection, Certificate of Occupancy/Completion and Maintenance.
Section 3.07.10.	Violations and Penalties.
Section 3.07.11.	Plant Species List.

City Commission Meeting
February 17, 2020

AGENDA ITEM # 4: **DISCUSSION FOR CITRUS HILL DRIVE WATER MAIN**

INFORMATION ONLY
 ACTION REQUESTED

ISSUE:

Discussion for Citrus Hill Drive Water Main – Engineering Proposal

ATTACHMENTS:

Engineering Proposal

ANALYSIS:

Polk City has received several requests regarding the extension of the water main to Citrus Hill Drive, which is near Fountain Park Phase 3 on Mt. Olive Road. This is in our Utility Service Area, and we can use water impact fees for this project.

Wood Engineering (one of the Engineers Polk City uses) has been asked to prepare a quote for the extension of the water main and what the scope of work would be. Please see attached.

Would like to discuss this with the Commission and hopefully get these residents city water.

STAFF RECOMMENDATION:

Discuss and take action, if needed.



Wood Environment & Infrastructure Solutions, Inc.
2000 E. Edgewood Drive, Suite 215
Lakeland, FL 33803
T: 863-667-2345
www.woodplc.com

October 23, 2019

Ms. Patricia Jackson
City Manager
City of Polk City
123 Broadway Blvd SE
Polk City, FL 33868

Via email: patricia.jackson@mypolkcity.org

RE: Citrus Hill Drive Water Main
Professional Engineering Services Proposal
Wood Project No. 600370.8

Ms. Jackson:

Wood Environment & Infrastructure Solutions, Inc. (Wood) is pleased to submit this proposal to the City of Polk City (City) for Professional Engineering Services associated with the Citrus Hill Drive Water Main project. This proposal provides an overview of the services to be provided by Wood.

PROJECT OVERVIEW

The City is planning to construct approximately 1,400 linear feet of 6" potable water main within the Citrus Hill Drive right of way. The project will extend potable water service to new customers on Citrus Hill Drive.

SCOPE OF SERVICES

Task 101 – Topographic Survey

A topographic survey will be performed to cover the Citrus Hill Drive project corridor bounded on the west by the apparent right-of-way line of the Polk Parkway, on the north



by a line about 10' north of the apparent north right of way of Citrus Hill Drive, and on the south by the centerline of Citrus Hill Drive. The corridor will extend approximately 1,400' west of Mt Olive Road. The project corridor will include surveying a 20' wide swath perpendicular to Citrus Hill Drive at each of the apparent property lines on the south side of Citrus Hill Drive to support the design of water meter locations. The 20' wide swaths of topographic survey will extend from the centerline of Citrus Hill Drive south to a line 10' south of the apparent south right-of-way of Citrus Hill Drive.

The topographic survey will locate and map all above ground improvements and evidence of subsurface improvements (utilities) and gather elevation data at approximate 100' intervals and at all breaks in grade.

Horizontal and vertical datums for this project will be the North American Datum of 1983/2011 realization (NAD 83/11) and the North American Vertical Datum of 1988 (NAVD88). A minimum of three (3) 3-dimensional control monuments, typically an iron rod with plastic cap, will be set on-site as part of the survey operation using existing National Geodetic Survey (NGS), Florida Department of Transportation (FDOT) or Polk County control monumentation or, if no conveniently located control monumentation is available, through the use of the NGS On-line User Positioning Service (OPUS).

All work and products will be produced in conformance with applicable sections of Florida Administrative Rule Chapter 5J-17, pursuant to Chapter 472, Florida Statutes.

Task 102 – Construction Plan Preparation & Permitting

Following completion of the survey, described in Task 101, Wood will prepare and submit 90% design documents, consisting of 90% design drawings, technical specifications, and an opinion of probable construction costs.

Design drawings are anticipated to include the following sheets: Cover and Index, General Notes, Overall Plan, Plan and Profiles, Construction Surface Water Management Plan, and Civil Details. Wood will meet with the City to discuss the 90% design documents and incorporate City comments into the development of the final design documents.

This task includes coordination with utility service providers to identify potential conflicts with the new water main construction. This task is based on the design of a 6-inch PVC water main, as directed by the City. The design will include new water service connections from the new water main to new water meter boxes to be located at the property corner of all parcels within the project area. The design will include a directional drill crossing at the intersection of Citrus Hill Drive and Mt Olive Road.

Construction plans, and specifications will reference the Polk County Utilities Standards and Specifications Manual and Florida Department of Transportation Standard Specifications as the governing specifications for the project.



The permitting agencies described in this task represent all anticipated reviews for the project. Reviews from agencies not listed below, or additional permits required from listed agencies, if necessary, will be performed under separate task authorization. Responses to agency reviews will be limited to clarification of previously provided information. Additional engineering design or analysis is not included in this task and, if needed, will be authorized under separate agreement. The City will be responsible for providing all agency review fees.

Polk County Health Department

Wood will prepare and submit an application for a General Permit for Construction of Water Main Extensions for Public Water Systems to the Florida Department of Environmental Protection.

Polk County Transportation Division

Wood will prepare and submit an application for Right of Way Use for the construction activities within the Mt. Olive Road right of way, a Polk County roadway.

Florida Turnpike Enterprise

Wood will provide courtesy notification of the proposed project to the Florida Turnpike Enterprise (FTE) if any portion of the project is to be located within the right of way of the SR 570 (Polk Parkway) westbound ramp to Interstate 4. A FTE permit is not anticipated.

PROPOSED BUDGET

Wood will provide the services described in Tasks 101 & 102 for a lump sum fee of **\$21,275**. Below is the cost breakdown by task:

TASK	DESCRIPTION	FEE
101	Topographic Survey	\$9,423
102	Construction Plan Preparation & Permitting	\$11,852
Total		\$21,275

SCHEDULE

Wood will prepare the 90% construction plans within eight weeks from receipt of notice to proceed. Subsequent milestone dates will be determined by City, PCHD, and Polk County review time frames.

PROJECT UNDERSTANDING

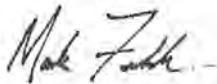
The following services can be provided by Wood, if needed, but are not included in this proposal:

- Subsurface Utility Engineering (SUE) Test Hole
- Ecological Services
- Hydraulic Modeling
- Easement Coordination
- Preparation of Front-End Construction Documents
- Bid Phase Services
- Construction Administration Services
- As-Built Survey
- Construction Materials Testing
- Meetings not specifically described in the Scope of Services

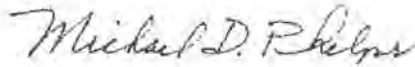
This proposal is valid for a period of 30 days. The terms and conditions of the Contract for Continuing Services between the City of Polk City and Amec Foster Wheeler Environment & Infrastructure, Inc. (Wood), dated February 16, 2015 are incorporated by reference. We appreciate this opportunity to work with the City of Polk City. If you have any questions, please do not hesitate to contact us at 863.667.2345.

Sincerely,

Wood Environment & Infrastructure Solutions, Inc.



Mark J. Frederick, P.E., ENV SP
Project Manager



Michael D. Phelps, P.E.
Office Manager

MJF/MDP/tjm

**City Commission Meeting
February 17, 2020**

AGENDA ITEM #5: Replace Carpet in Bronson Community Center

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Replace Carpet in Donald Bronson Community Center

ATTACHMENTS:

- Ronnie's Carpet & Flooring Quote
- The Duffy & Lee Carpet Company Quote
- R&B Flooring and More LLC Quote

ANALYSIS

The carpet in the Donald Bronson Community Center has major stains and extreme wear damage. The recommendation would be to replace the old carpet with a heavy traffic carpet tile, which allows replacement of single tiles, as needed in the future.

This is a budgeted item.

STAFF RECOMMENDATION:

Staff recommends Polk City use *R&B Flooring & More, LLC* to replace the carpet at the Donald Bronson Community Center in the amount of \$10,800.

Polk City Public Works Department



Memorandum

To: Patricia Jackson, City Manager
From: Keith Prestage, Public Works Director
Date: February 03, 2020

SUBJECT: Replace Old Carpet in Donald Bronson Community Center

The carpet in the Donald Bronson Center has staining and extreme wear damage.

The Public Works Department is requesting permission to replace the old carpet with a heavy traffic carpet tile. This would allow us the opportunity to replace single tiles as needs in the future.

It is recommended that Polk City use **R & B Flooring and More** to replace the carpet in the Donald Bronson Community Center.

Quotes

Ronnie's Carpet and Flooring	\$13,181.85
The Duffy and Lee Carpet Company.....	\$17,350.00
R & B Flooring and More.....	\$10,800.00

Monday - Friday 9:00-6:00
 Saturday 9:00-5:00
 12348 U.S. Hwy. 98 North
 Lakeland, FL 33808

"Since 1972"
Ronnie's Carpets & Flooring



188843

"Our Prices Are Simply Better"
 Wood • Vinyl • Ceramic Tile • Carpet • Laminate
 Carpet & Tile Cleaning
 888-859-1441 • 888-859-4699 (toll free)

www.ronniescarpets.com

DATE 8/31/19

ELIMATED BY City of Polk City
 STREET ADDRESS 123 BROADWAY Blvd. SE
 CITY Polk City FL 33868
 PHONE 863-242-2642
 NAME Edlie NOTIFICATION DATE _____ AM OR PM _____

ADDRESS Donald Bronson Community Center
 ADDRESS 124 Bronson Trail CITY OR APT NO. _____
 CITY, STATE, ZIP Polk City FL 33868 HOUSE NO. _____
 TELEPHONE _____ TEXT CALL
 EMAIL Keith.preston@citypolkcity.org

1	887	040					
ROOMS	<u>Metaphor</u>	<u>Nocturnal</u>					
2	<u>DYNAMIC</u>	<u>Adhesive</u>	<u>4" COVE BASE 1/8</u>	<u>GRAY TONE 24</u>	<u>49gal</u>		
3	<u>Honey's 440</u>	<u>30 1/2 cove ADA</u>					
4	<u>Cpt/Tile T&S</u>	<u>Black</u>					
5	<u>Take up</u>	<u>Carpet</u>					
6							
7	<u>Delivery</u>						

NO RETURN ON SPECIAL ORDER OR SPECIAL MADE MATERIALS. RETURN STOCK MATERIALS WITHIN 30 DAYS OF THE PURCHASE DATE.

TIME OF INSTALLATIONS: It is impossible to give you an exact time of day for installation other than AM or PM. However, you may call the morning of your installation to get an approximate time.

RUGS ON VINYL, TILE, WOOD, CARPET, LAMINATE MAY DISCOLOR FLOOR.

VISIBILITY OF THE SEAMS WILL VARY WITH THE TYPE OF CARPET PURCHASED. CARPET SEAMS CANNOT BE GUARANTEED TO BE INVISIBLE.

ALL CARPETS WILL SHOW FOOTPRINTS AND VACUUM MARKS, AND WILL CRUSH, MAT, FUZZ AND STAIN.

STORE NOT RESPONSIBLE FOR TUNING OF PIANOS.

"CRACK SUPPRESSION" IS \$3.00 LIN. FT. EXTRA FLOOR CONDITIONS NOT DETECTED AT ORIGINAL SITE SURVEY COULD RESULT IN ADDITIONAL CHARGES.

X _____

WARRANTY: We agree that for a period of 3 years for Residential and 1 year for Retail & Commercial from date of installation that all labor and materials used in each installation are fully guaranteed. Any defects or complaints should be reported immediately in writing. This guarantee does not cover misuse or abuse to said flooring covering.

TERMS: FULL PAYMENT ON COMPLETION OF JOB.

The merchandise herein is delivered by the State of Florida will be charged on all unpaid balances after 30 days. Title, and/or ownership of materials described herein remains with Seller until the full amount of this invoice is paid. If Buyer defaults, Seller may, at its option, take back the merchandise or affirm the sale and hold Buyer liable for unpaid balance, including any reasonable attorney's fees or collection charges permitted by law. The venue for any lawsuit, claim or litigation shall be Polk County, Florida.

ALL JOBS ARE SUBJECT TO NOTICE TO OWNER OR LIEN WHEN NECESSARY BY FLORIDA STATUTE.

ACCEPTANCE: I hereby accept the proposal outlined above and authorize work to commence on the date specified. Any Cancellation prior to the installation is subject to a 20% restocking fee of selling price.

ANIMAL NAILS WILL SCRATCH WOOD - LAMINATE - VINYL - VCT - AND OTHER SOLID FLOORING. COLOR MAY VARY FROM DYE LOT TO DYE LOT. Prices good for 30 days. ALL HARD SURFACE PRODUCTS WILL SHOW COLOR, TEXTURE AND GRAIN DIFFERENCES.

A free estimate does not contain a detailed list of materials & labor.

Estimate time for installation _____
 Estimate only - may take more or less time than stated.

VACUUM CLEANER FEATURES VARY BETWEEN MODELS. CONSIDERATION SHOULD BE GIVEN TO WHICH FEATURES ARE BEST SUITED TO YOUR CARPET TYPE.

CARPET PAD TYPE: _____ QTY NEEDED: _____

LAMINATE PAD TYPE: _____ QTY NEEDED: _____

DUST: Installation may create a substantial amount of dust that will require cleaning on the customer's part. X _____

Customer must remove all small items: whistlers, dishes, lamps, books, shoes, clothes, antiques, etc. before installer arrives. Customer is responsible for disconnecting and reconnection all electrical equipment.

We Do Not Move Gas Appliances. X _____
 Customer is responsible for paint touch up on walls, base boards, and trim moldings. Customer is responsible for cutting off door if needed.

SUBTOTAL

TOTAL SALES

CONTRACT BID 13,818.85

DEPOSIT

C.O.D. BALANCE

Signed _____ Cost _____



the duffy & lee CARPET COMPANY

A MINORITY BUSINESS ENTERPRISE

NOVEMBER 14, 2019
11L9CPC-DBCC
PAGE 1 OF 3



PROPOSAL SUBMITTED TO: CITY OF POLK CITY
123 BROADWAY BOULEVARD, S.E.
POLK CITY, FL 33868

CONTACT: KEITH PRESTAGE
PHONE: 863.242.2642
E-MAIL: KEITH.PRESTAGE@MYPOLKCITY.ORG
JOBSITE NAME: SAME - DONALD BRONSON COMMUNITY CENTER
ESTIMATE FROM: PHYSICAL MEASURE
DATED: NOVEMBER 7, 2019

FLOORING PROPOSAL

THE DUFFY & LEE CARPET COMPANY PROPOSES TO FURNISH AND INSTALL THE FOLLOWING MATERIALS AND LABOR:

CARPET TILE OPTION:

- 1.) INTERFACE'S "THE STANDARD", 17 OUNCE, 1/12" GAUGE, TEXTURED LOOP PILE, 50cm X 50cm MODULAR CARPET TILES (COLOR TO BE SELECTED).
- 2.) JOHNSONITE'S 4", 1/8" GAUGE, VINYL WALL BASE WITH TOE (COLOR TO BE SELECTED) - FURNISHED AND INSTALLED.
- 3.) INSTALLATION OF MODULAR CARPET TILES BY THE DIRECT GLUEDOWN METHOD USING FULL SPREAD, RELEASABLE ADHESIVE.
- 4.) REMOVAL, HAULAGE AND DISPOSAL OF EXISTING GLUEDOWN BROADLOOM CARPETING.
- 5.) REDUCERS/TRANSITIONS - FURNISHED AND INSTALLED AS REQUIRED.
- 6.) LABOR AND MATERIALS TO SCRAPE RESIDUAL ADHESIVE PRIOR TO INSTALLATION OF NEW FINISHES.
- 7.) LABOR AND MATERIALS TO PERFORM RH TESTING OF SUBFLOOR TO DETERMINE MOISTURE LEVELS PRIOR TO INSTALLATION OF NEW FINISHES.
- 8.) ADDITIONAL LABOR TO PERFORM VERTICAL WORK AT STAGE FRONT.
- 9.) FREIGHT IN AND JOBSITE DELIVERY OF ALL MATERIALS.
- 10.) DUFFY & LEE'S LIMITED TWO (2) YEAR INSTALLATION WARRANTY.

TOTAL CARPET TILE OPTION COMPLETE AS PROPOSED\$17,350.00

LUXURY VINYL OPTION:

- 1.) CENTIVA'S "EVENT / STONE" LUXURY VINYL FLOORING (SIZE AND COLOR TO BE SELECTED).
- 2.) JOHNSONITE'S 4", 1/8" GAUGE, VINYL WALL BASE WITH TOE (COLOR TO BE SELECTED) - FURNISHED AND INSTALLED.
- 3.) INSTALLATION OF LUXURY VINYL FLOORING USING THE MANUFACTURER'S RECOMMENDED METHODS AND ADHESIVES.
- 4.) REMOVAL, HAULAGE AND DISPOSAL OF EXISTING GLUEDOWN BROADLOOM CARPETING.
- 5.) REDUCERS/TRANSITIONS - FURNISHED AND INSTALLED AS REQUIRED.
- 6.) LABOR AND MATERIALS TO SCRAPE RESIDUAL ADHESIVE PRIOR TO INSTALLATION OF NEW FINISHES.
- 7.) LABOR AND MATERIALS TO PERFORM RH TESTING OF SUBFLOOR TO DETERMINE MOISTURE LEVELS PRIOR TO INSTALLATION OF NEW FINISHES.
- 8.) ADDITIONAL LABOR TO PERFORM VERTICAL WORK AT STAGE FRONT.
- 9.) FREIGHT IN AND JOBSITE DELIVERY OF ALL MATERIALS.
- 10.) DUFFY & LEE'S LIMITED TWO (2) YEAR INSTALLATION WARRANTY.

TOTAL CARPET TILE OPTION COMPLETE AS PROPOSED\$20,175.00

"We are the difference"

COMMERCIAL FLOORING CONTRACTORS

SOUTH FLORIDA
3355 S.W. 13TH AVENUE
FORT LAUDERDALE, FLORIDA 33315
PHONE: (954) 467-1288
FAX: (954) 764-4278
FL WATTS: (800) 458-6117

e-mail:
duffyandlee@duffyandlee.com

CENTRAL FLORIDA
4960 LAKELAND COMMERCE PARKWAY
LAKELAND, FLORIDA 33805
PHONE: (863) 666-5548
FAX: (863) 666-5602
FL WATTS: (800) 778-0001

