

POLK CITY

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

April 18, 2022

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

SWEARING IN NEW COMMISSIONER

ELECT MAYOR

ELECT VICE MAYOR

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

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

AGENDA

1. City Commission Candidates Interviews
2. Chastain Skillman Letter of Agreement (CDBG)
3. CivilSurv Professional Services Proposal for Engineering Services for The Landings at Mt. Olive – Phase I Construction Inspection
4. Purchase of Bypass Pump (Lift Stations)

CITY MANAGER ITEM

1. Bank Account Signer

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

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
April 18, 2022

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. March 21, 2022 - Regular City Commission Meeting

B. REPORTS

1. Building Permits Report – N/A
2. Code Enforcement Report – March 2022
3. Financial Report – will be emailed
4. Library Report – March 2022
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – March 2022
7. Public Works Report – March 2022
8. Utilities Report – March 2022

C. OTHER

**City Commission Meeting
March 21, 2022**

CONSENT AGENDA ITEM: Accept minutes for:

Accept minutes –March 21, 2022 - City Commission Meeting

INFORMATION ONLY
 ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

Accept minutes –March 21, 2022 - City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES

March 21, 2022

Vice Mayor Kimsey called the meeting to order at 7:00 pm.

Eddie Diaz, New Life Community Church gave the invocation.

Those present recited the Pledge of Allegiance led by Vice Mayor Kimsey.

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

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

Absent: Mayor Joe LaCascia, Commissioner Micheal T. Blethen

APPROVE CONSENT AGENDA

February 21, 2022 (Workshop), February 21, 2022 (City Commission Meeting), March 3, 2022 (Special Meeting) minutes. **Motion by Commissioner Harper and seconded by Commissioner Carroll. Unanimously approved by Voice Vote.**

PRESENTATIONS/RECOGNITIONS

City Manager Jackson read a Proclamation in recognition of April 2022 as Water Conservation Month.

PUBLIC COMMENT - None

ORDER OF BUSINESS

PUBLIC HEARING – ORDINANCE 2022-01

COMMISSION OF POLK CITY, FLORIDA, AMENDING THE POLK CITY CODE OF ORDINANCES (THE "CITY CODE") CREATING CHAPTER 9 IN THE CITY CODE; CREATING A CITY ELECTION CODE; AMENDING & RENUMBERING §§ 2-11 AND 2-12 OF THE CITY CODE; PROVIDING FOR SEVERABILITY, CONFLICTS, & AN EFFECTIVE DATE. **Second and Final Reading**

City Attorney Cloud read the Ordinance by title only. Vice Mayor Kimsey opened the Public Hearing; no one spoke for or against this Ordinance. Vice Mayor Kimsey closed the Public Hearing.

Vice Mayor Kimsey clarified with City Attorney Cloud that there have been no changes since the First Reading. City Attorney Cloud confirmed, no changes.

Motion by Commissioner Harper to approve Ordinance 2022-01 on Second and Final Reading; this motion was seconded by Commissioner Carroll.

No discussion or questions by Commission or the Public.

Roll Call Vote: Commissioner Harper–aye, Commissioner Carroll–aye, Vice Mayor Kimsey–aye

Motion carried 3/0.

PUBLIC HEARING – ORDINANCE 2022-02

AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; PROVIDING A SHORT TITLE; PROVIDING FOR INTENT, PURPOSE, & EFFECT; CONSENTING TO THE INCLUSION OF THE ENTIRE TERRITORY WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY INTO A POLK COUNTY MUNICIPAL SERVICE BENEFIT UNIT; PROVIDING FOR INTENT, PURPOSE AND EFFECT; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT, SEVERABILITY, AND AN EFFECTIVE DATE.

Second and Final Reading

City Attorney Cloud read the Ordinance by title only. Vice Mayor Kimsey opened the Public Hearing; no one spoke for or against this Ordinance. Vice Mayor Kimsey closed the Public Hearing.

City Attorney Cloud reiterated that this is the Fire Services agreement between Polk City and Polk County that should be updated every ten years for fire service within the municipal boundaries.

Vice Mayor Kimsey clarified with City Attorney Cloud that there have been no changes since the First Reading. City Attorney Cloud confirmed, no changes.

Motion by Commissioner Harper to approve Ordinance 2022-02 on Second and Final Reading; this motion was seconded by Commissioner Carroll.

Roll Call Vote: Commissioner Harper–aye, Commissioner Carroll–aye, Vice Mayor Kimsey-aye

Motion carried 3/0.

RESOLUTION 2022-02 – FACC 50th ANNIVERSARY

City Manager Jackson provided a brief explanation on the purpose of Resolution 2022-02 in recognition of the FACC’s 50th Anniversary.

Motion by Commissioner Harper to adopt Resolution 2022-02; this motion was seconded by Commissioner Carroll.

Motion carried 3/0 by Voice Vote.

DISCUSSION OF CRANE TRUCK

Keith McVeigh, Public Works/Utilities Director facilitated discussion which included a thorough PowerPoint Presentation regarding urgent need for a Crane Truck.

Current Status Equipment

- 2004 Ford F550 (18 years old) w/6.2L Diesel Engine with manual transmission with 139,557 miles
- Purchased 2/16/2009

- GVWR 19,000 lbs, current 17,380 lbs, 11,200-13,400 lbs towing capability
- 4,300 lb crane with 20-foot reach, 5k generator & air compressor
- Required Maintenance Actions/Cost
- 5/2020: \$5,621.26 for engine, transmission & fuel injectors
- 3/2021: \$1,892.65: axle repair, A/C, wiring/battery, and tires
- 11/2021: \$4,770.09: engine, clutch, transmission
- 3/2022: \$7,000.00 Est: clutch, brakes, tires, PTO, new front seat

Issues:

- Continuing maintenance issues and cost – No warranty!
- Crane truck is used 3-7 times weekly, Jet/Vac used 1-3 times weekly
- Truck has exceeded its useful lifecycle and is unable to pull trailer
- Jet/Vac Trailer is 14,000 lbs GVWR, dry weight is 12,780 lbs (Purchased 5/26/2021)
- If unable to pull Jet/Vac Trailer, will have to rent equipment (\$750 day)

Proposed Purchase

- 2019 International 4300 Truck (2.5 year old) w/Cummings Diesel Engine w/Allison Auto Trans with 15, 945 miles (MV Series Utility Application)
- Purchasing utilizing Sourcewell Cooperative Governmental Purchase Program #062320-ALT
- Sourcewell Price: \$163,770 ALTEC (Global Rental)
- GVWR 33,000 lbs, current weigh 21,220 lbs, with 20,000 lbs towing capability
- 5,000 lb crane with 30-foot reach, 5k generator & air compressor

Benefits:

- New, modernized equipment with back-up camera
- Reduced maintenance cost
- Towing capacity exceeds requirements (Jet/Vac Trailer is 14,000 lbs GVWR)
- ALTEC service Center in Tampa and Orland can perform service on crane and box (Mobile Service Team)
- All chassis related services performed in Polk City, Lakeland, Tampa & Orlando by Authorized International Service Center.
- Ancillary equipment on truck by manufacture authorized service dealer.
- Warranty (Validating)
- Base Vehicle Coverage: 24 months, unlimited mileage
- Drivetrain Coverage: Meritor Axels: 36 months, unlimited mileage
- Eaton AMT: 24 months, unlimited mileage
- Chassis Coverage: Frame side rails: 84 months, unlimited mileage
- Cab/cowl structure: 60 months, unlimited mileage
- Cab/cowl perforation corrosion: 60 months, unlimited mileage

Vice Mayor Kimsey stated Polk City spent \$10,000 on a diesel motor in the vehicle and questions the true need for a new vehicle.

Director McVeigh discussed several key points regarding the current vehicle which revolved around the usage of the vehicle, its age, the money that has already been spent on this vehicle and finally the safety concerns for staff handling the vehicle.

After lengthy discussion and clarification, **Motion by Commissioner Harper** to approve the purchase of the 2019 Crane Truck as presented in the amount of \$163,770 utilizing Sourcewell Cooperative Governmental Purchase Program #062320-ALT; this motion

was seconded by Commissioner Carroll.

Roll Call Vote: Commissioner Harper – aye, Commissioner Carroll – aye, Vice Mayor Kimsey - nay

Motion carried 2/1.

CITY MANAGER ITEMS

Continuing Contract for Engineering Consulting – Mark Frederick has been doing Polk City’s Engineering consulting under another engineering firm. However, he has ventured out to another company, CivilSurv Design, Inc. Upon consultation with City Attorney Cloud, we are permitted to utilize this same person with another company for Engineering, planning, surveying, landscape architecture, environmental sciences, construction management, emergency response, hazardous materials and other services deemed necessary for Polk City.

Motion by Commissioner Harper to approve the Continuing Contract for Engineering Services with CivilSurv Design Inc.; this motion was seconded by Vice Mayor Kimsey.
Motion carried 3/0

Municipal Election –District #3 seat remains vacant. A public notice will be mailed out by Friday to all District #3 voters. Any person interested will need to submit their resume to the City Manager’s Office no later than Friday, April 8. However, if no one applies, the City Commission will need to appoint someone from District #3.

Librarian – Mikayla Osso has resigned her position as Librarian. Her last day is April 1. Her replacement has been hired and will be here for our next meeting.

CITY ATTORNEY - None

COMMISSIONER ITEMS

Commissioner Carroll – Noticed that Polk City has several employment opportunities. His father, Jimmy Carroll passed away. Celebration of life will be April 10 at First Baptist Church, Polk City and the Repast will follow immediately after at the DBCC.

Vice Mayor Kimsey – Shared his condolences to Commissioner Carroll regarding his father’s passing. Expressed all that Mr. Carroll had done in Polk City.

Commissioner Harper – Concurred with Vice Mayor Kimsey on the condolences for Randy Carroll and Family.

ANNOUNCEMENTS - None

ADJOURNMENT – 7:55 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
April 18, 2022**

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 – N/A
2. Code Enforcement Report – March 2022
3. Financial Report – will be emailed
4. Library Report – March 2022
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – March 2022
7. Public Works Report – March 2022
8. Utilities Report – March 2022

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Code Enforcement Report MARCH 2022

SNIPE SIGNS REMOVED	17
LIEN SEARCHES	14
INSPECTIONS	39
CLOSED OUT CASES	14
SPECIAL MAGISTRATE CASES	6
CLOSED OUT SPECIAL MAGISTRATE CASES	4
CASE SUBJECTS	
REFERRED TO COUNTY	5
DISABLED VEHICLES	2
BUILDING WITHOUT PERMIT	7
OVERGROWTH	6
HOUSE NUMBERS	3
FENCE/INSPECTIONS	3
JUNK AND DEBRIS	5
RV/TRAILER PARKING	1
OPEN STRUCTURE	0
MET WITH CITIZEN	4
NOISE	0
PLACE LIEN	1/ 1 RECINDED
CLOSE OUT LIEN	0
YARD SALE	0
ANIMAL	0
POSTINGS	6
EXTENDED CASES	9
ACCESSORY USE	2
POOLS	0
BUSINESS LICENSE	0
MINIMUM STANDARD HOUSING	1

Library Monthly Report

March 2022

CIRCULATION

ADULT BOOKS	1162
JUVENILE BOOKS	909
TOTAL CIRCULATION	2071

NEW BORROWERS

IN CITY	14
IN COUNTY	4
TOTAL NEW BORROWERS	18

NUMBER OF PROGRAMS

ADULT	0
JUVENILE	0
YOUNG ADULT	0
TOTAL PROGRAMS	0

PROGRAM ATTENDANCE

ADULT	0
JUVENILE	0
YOUNG ADULT	0
TOTAL ATTENDANCE	0

REFERENCE QUESTIONS

PHONE CALLS	157
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NUMBER OF COMPUTER USERS

98

TOTAL PATRONS

Prepared by:

Hannah Ulloha

Library Director

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

STATISTICAL DATA

West Division

Date: April 7, 2022 Northwest District
 To: Patricia Jackson, City Manager
 From: Deputy Christina Poindexter #7376
 Subject: Statistical report for March, 2022

ACTIVITY	
FELONY ARREST	1
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	4
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	1
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	6
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	38
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	33
NARCOTICS SEIZED	11.72 grams Marijuana, .28 grams of Meth
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	9
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	1100
TRAFFIC STOPS	61
TOTAL DISPATCHED CALLS FOR SERVICE	127

In March 2022, there were five (5) PROCAP captured crimes as compared to One (1) in March 2021. There were two conveyance (vehicle) burglaries that occurred in Fountain Park to unsecured vehicles. A Grand Theft occurred at 307 Honeybee Lane, in reference to stolen jewelry by a family member that was staying at the residence. A retail theft occurred at Ace Hardware of several power tools, by a subject traveling in a U-haul truck. There are County wide trends of conveyance burglaries occurring to unsecured vehicles within subdivisions. At this time we are up 4 crimes total as compared to last year at this time. During a County wide trend our Pro-cap numbers are going to reflect the trend.

CaseNo	Inc From	Inc To	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
BURGLARY CONVEYANCE									
PCSO-220011460	2022-03-16 / 0330hrs	2022-03-16 / 0400hrs	Wed	8756 MICMAC CT FOUNTAIN PARK	Unsecured veh; Unk male susp was observed on video inside victs veh & removed a garage door open video sent to crime stoppers and social media / prints no value	Wright	yes	yes	NFL
PCSO-220011468	2022-03-16 / 0300hrs	2022-03-16 / 0400hrs	Wed	8770 MICMAC CT FOUNTAIN PARK	Unsecured veh; Unk susp entered victs veh & removed a black GoPro, gold Michael Kors watch, & approx \$25 in cash video sent to crime stoppers and social media / prints no value	Wright	yes	yes	NFL
PCSO-220011722	2022-03-15 / 1900hrs	2022-03-16 / 0520hrs	Wed	764 CITRUS GROVE BLVD N	Unsecured veh; Unk susp entered victs work truck & removed a Easy Clock Device XENIO which is used to clock in & out for work Device updates with a GPS when turned on. Has not been activated since theft and victim is monitoring daily for updated location.	Arbo	No	No	NFL
GRAND THEFT									
PCSO-220012390	2022-02-06 / 1900hrs	2022-03-17 / 1900hrs	Thur	307 HONEY BEE LN	vict advised that she allowed her grand daughter and her granddaughters boyfriend to stay at the resid for a couple weeks; on 2/23/22, the vict told the susps they needed to leave because it was not working out; on 3/17, vict noticed items missing from the resid; items stolen included a diamond engagement ring, gold mothers ring with 3 stones, gold pearl & diamond ring, gold & diamond pinky ring, silver & turquoise rings, gold tigers eye with diamonds, gold band with butterfly, and a portable heater. susps: Shawnee Sowders WF 030599 & Kyle Jacobs WM 121790 Reviewed text messages. Susp does not make admissions. Currently CE has charges on both susp and is actively looking for them. No other addresses, last involvement was in a vehicle that was towed and is still in custody.	Arbo	No	No	Ongoing
RETAIL THEFT									
PCSO-220010673	2022-03-11 / 1418hrs	2022-03-11 / 1445hrs	Fri	211 COMMONWEALTH AVE N ACE HARDWARE	report not completed - Unk susp entered busin & removed a Dewalt impact kit, Dewalt Max battery, and a Dewalt Saw Max 20v kit. White male possibly driving U-Haul truck. Video shows white male arriving at 1415 and leaving at 1445 in U-Haul. Left northbound on 33. Deenstill/33 LPR camera shows U-Haul van southbound at 1409 hours. Responded to U-Haul and determined was rented by elderly woman at the Villages. Responded to villages and she advised she was with the van with one other woman and rented to pick up a bedroom set in lakeland. UTL on any other U-Haul vans in LPR. Facelogs returned request with possible additional tag info, currently following up on possible tag.	Arbo	No	Possible	Ongoing
UNFOUNDED OR RECLASSIFIED CASES									
PCSO-220009371	2022-03-02 / 1000hrs	2022-03-03 / 1600hrs	Thur	124 BRONSON TRL	unk entry / unk susp entered vict's vehicle and removed a Vera Bradley wallet which contained a red lipstick, FL DL, Belk and Bealls Credit Cards, a spare key to her vehicle, \$100 cash and a AAA card. Victim has found her wallet where she dropped it under her dining room table.	Arbo	No	No	Unfounded

Department of Law Enforcement																														
Polk City - 2021 - 2022																														
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly	YTD		
	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022
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	0
Burg. Business	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	2	0	0	0	0	0
Burg. Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0
Burg. Structure	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100%	0.0	0.3
Burg. Conveyance	0	0	1	0	1	3	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	2	3	300%	0.7	1.0	
Vehicle Theft	0	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2	0	1	1	0%	0.3	0.3	
Grand Theft	1	0	0	1	0	1	0	0	1	0	0	0	0	0	2	0	0	0	0	0	0	0	1	0	1	2	0%	0.3	0.7	
Pett Theft	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	-100%	0.0	0.3	
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	0
Retail Theft	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	100%	0.0	0.3	
Criminal Mischief	0	1	0	1	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	1	0	0	1	0	0	2	-100%	0.0	0.7	
Totals	3	2	2	4	1	5	0	0	2	0	1	0	2	0	3	0	2	0	1	0	1	0	7	0	6	11	25%	2.0	3.7	
% Change	-33%		100%		400%		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		83%		83%			

Public Works/Utilities Report

7-13 February 2022

Summary: Below is a summary of Public Works actions for the week:

1. Public Works/Utilities Director (Keith)

- a. Assisted with 11 MAR 22 call-out for potential city sewer blockage at intersection of Jacobs Ave and Golden Gate Blvd. Determined blockage was with resident sewer line and nothing to do with the city. Call out consisted of John Morrow, Rick Jiles and Keith McVeigh.
- b. Continued refining the automated (paperless) work order process this week with John Morrow as the Bata test employee. Employees now have all new tablets with ADG uploaded on them and can access digital work orders. Next step is to configure ADG to email employees notifying them of an open work order. Employee receives notification on tablet, perform the job, annotates notes electronically in ADG and then sends back for administrative review and closure. This new process eliminates the requirement to fax, email and or print any work orders as all is done online in the ADG system of record.
- c. Personally contact R&M regarding the Brooks Lane sewer line repairs. The delay was caused by R&M Tap & Line Stop tool failed while attempting to install Tap & Line Stop. R&M has contacted their parent company, Rangeline to get replacement tools. R&M will be onsite to complete repairs 23 MAR 22.
- d. Completed DRAFT DEP MS4 Cycle 5 Permit Application. Sent to Anna Lomasney for cursory review and feedback. Will provide to City Manager NLT 18 MAR 22 for review and approval. Permit is due to DEP NLT 31 MAR 22.
- e. Completed the FEESCI Tier I & II FDEP Training and passing my certification exam on 8 MAR 22.

2. Admin, Logistics & Operations (Jasmyn)

- a. Processed 19 AP's and 5 PO's
- b. Coordinated with FL TRANSCOR to exchange 20 non-high visibility stop signs for new high visibility signs.
- c. Trained on EXCEL, making spread sheets for Pest Control, revising Ace Hardware spread sheet, and Key Control Log.
- d. Completed Key Control Log Inventory for Public Works and Utilities.
- e. Contacted Bubba-D's regarding the concrete for the new PW/Utilities shed, emailed PO and coordinated for start date NLT 31 MAR 22.
- f. Emailed USA Bluebook to retrieve and process overdue invoices.
- g. Reconciled Amazon Business Account missing receipts for the Finance Administrator.
- h. Requisitioned gloves for Utilities crew.
- i. Contacted Ring Power regarding invoice 10WE7594554 for a breakdown of

the charges.

- j. Completed Lakeland Electric spread sheet, waiting for 2 more bills to completed AP.
- k. Updated the Bronson Community Center Application adding the event insurance to the application.
- l. Completed Ace Hardware monthly statement dates.
- m. Organized and cleaned out Public Works office.
- n. Contacted Republic Services requesting pick-up of Cardinal Hill WWTP dumpster that hasn't been emptied in 2 weeks, scheduled a pickup for Monday 14 MAR 22.
- o. Created accountability spread sheet for the new tablets.
- p. Created DRAFT SOP for the new ADG digital (paperless) work order process.
- q. Completed Unifirst invoices.

3. Sewer & Water Plant Operations (Lori)

- a. Lori performed on-call duties for weekend water/sewer plant coverage.
- b. Completed water plant Monthly Operating Report.
- c. Performed on-call duties for weekend/sewer plant coverage as well as on-call duties for Utilities:
 - a) Received call out on 11 MAR for potential city sewer blockage at intersection of Jacobs Ave and Golden Gate Blvd. Determined blockage was with resident sewer line and nothing to do with the City.
 - b) Received call out for multiple Lift Station alarms on 12 MAR 22. Determined the call box located at City Hall was malfunctioning.
 - c) Received call for WWTP alarm on 12 MAR 22. Determined belt needed to be replaced on aerator pump.
- d. Completed the following preventative maintenance operations at the Wastewater Treatment Plant
 - a) Splitter boxed repaired on 9 MAR 22 by Kevin Odom. Removal of excess/old pieces still pending.
 - b) Digester Sewer valve broke and must be replaced. Contractor Septic Solutions to drain digester and will at digester
 - c) Cleaned and organized WWTP lab, grounds, blew off pavilion, cleaned old office building.
 - d) Met with Jeff from Southern Electric on replacing lights for the WWTF.
 - e) Met with Petro Tech on replacing Poly Dolly with new system.
 - f) Pressure washed stairs at WWTF
- e. Completed the following at the Water Treatment Plants:
 - a) Daily reads, tested chlorine, and pH
 - b) General clean-up
 - c) Continued collecting data for PSAR (Public Supply Annual Report) submission.

4. Distribution (Rick)

- a. Met with Kevin Odom on water projects pending his completion:
 - a) Berkley Road water line replacement – Plan determined and ordering final poly and connection parts needed to complete the job
 - b) Completed the cement repair and clean-up at 5422 Citrus Hill.
- b. Processed 122 work orders in ADG consisting of:
 - a) Turn on: 5
 - b) Temporary shut off: 17
 - c) Install - water: 3
 - d) Turn off: 5
 - e) Meter maintenance: 82 (65 remain open as they are data verifications that will be completed week of 14 MAR 22)
 - f) Laptop test - free: 6
 - g) Turn back on from shut off list: 6
- c. Performed 6 Sunshine 811 locates.
- d. Performed 1 dead end line flush.
- e. Added 53 water meters into Diamond Maps.
- f. Added 105 Backflows to Diamond Maps as well as annotated if it was property of Polk City, private owner, and if the annual inspection was valid.
- g. Set up and locked hydrant meter at corner of Mt. Olive Rd and Golden Gate Blvd.
- h. Set up 9 new tablets and continued Beta program for ADG automated work orders.
- i. Repaired water meter line break at Polk City Ball Park on SR33 on 9 MAR 22.

5. Stormwater & Sewer Operations (Andrew & Robby)

- a. **Stormwater:** NSTR
- b. **Sewer:**
 - a) Completed inspections all lift stations identifying minor and major issues, all issues/problems/findings/photos documented in diamond maps. Will begin to fix noted deficiencies ASAP.
 - b) Pulled and inspected lift station and motor amperage (ongoing)
 - c) Inspected, de-ragged, amperage checked and verified float sequence on master lift station (ongoing)
 - d) Conducted electrical walk through with contractor on incoming power surge protection replacement (may be covered under warranty, waiting on final from contractor)
 - e) Inspected (routine check) sanitary Sewer line

6. Parks & Recreation (Freedom Park, Courts, McMaingle Park, and Fishing Pier) (Luis)

- a. Collected 10 bags of trash from all parks and recreation facilities.
- b. Mowed Freedom Park, Fishing Pier.

7. Mowing & Landscaping (Luis)

- a. Collected 7 bags of trash from all streets and roads to include SR 33 and C557/559.
- c. Mowed and cleaned off TECO Trail.
- d. Mowed City Hall, Bronson, Old Public Works, Library, Activity Center.

8. Streets & Signs (Luis)

- a. Repaired Children at Play Sign located at Oak Ave and 2nd Street. Sign was run over by resident at end of street.
- b. Contacted FDOT about requirements of 3 way stop signs along Honeybee Ave. There is inconsistent signs along street and trying to determine requirements for signs.
- c. Completed asphalt repair of 12x12 patch at the intersection of Oak and Railroad Ave. Repair was required due to water line leak that damaged the road.
- d. Completed sign pick-up at Polk Country Sign shop in Bartow. Signs were made to replace damaged and destroyed street signs.

9. Fleet Maintenance (Dustin)

- a. Completed 0 work orders.
- b. Picked up STHILL HT 105 Pole Saw from I-4 Power to replace the old HT 103 has exceeded its lifecycle.

10. Building Maintenance (Dustin)

- a. Completed 3 work orders consisting of:
 - a) Replaced light bulbs at City Hall
 - b) Repaired sink at library
 - c) Worked on stall door at Freedom Park
- b. Checked and replaced all A/C filters
- c. Walked through all buildings with the Jeff Worley the bug man
- d. Conducted lighting assessment at WWTP. Requirements currently exceed PW capabilities and Southern Electric has been approved to perform repairs/installs.
- e. Repaired gutter drainpipe and exterior electrical outlet cover at Bronson Community Center.
- f. Removed extra shelves from the Public Works AA office.
- g. Met with Gulf State regarding City Hall marquee. Gulf States working with TV Liquidators to trouble shoot electrical short.
- h. Conducted supply run to picked up 20 stops signs from TRANSCOR and safety gloves from safety products
- i. Coordinated for pump repair company to receive quote needed for repairs on PW well that is not working.
- j. Replaced 6 bad light bulbs at Library
- k. Completed all custodial requirements and made 150 boxes for the 12 MAR 22 United Way Food Drive at the Bronson Community Center.
- l. Completed repair quotes for WWTP office and Utilities kitchen.
- m. Assisted John Morrow transferring all tablet data top new work tablets.

April Objectives

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Continue validating DIAMOND MAPS by completing the following actions:
 - a. Break down city sectors to perform MS4 Surveillance and record results as part of the Illicit Prevention and Proactive Inspection Program.
 - b. Perform surveillance of all city assets and record all actions taken creating a historical data base for works completed.
 - c. Develop annual fire hydrant inspection program.
 - d. Develop annual physical water meter inspection program.
 - e. Inspecting all City and private backflows, logging in Diamond Maps and inspecting for annual inspections.
3. Continue cleanup of Utilities area, identify, and prepare excess and unserviceable for surplus/disposal.
4. Precure equipment/resources identified for Utilities Department in the 2021-2022 Budget.

Submitted by: Keith J. McVeigh, Public Works/Utilities Director.

Public Works/Utilities Report

14-20 March 2022

Summary: Below is a summary of Public Works actions for the week:

1. Public Works/Utilities Director (Keith)

- a. Continued refining the automated (paperless) work order process this week with John Morrow as the Bata test employee. Employees now have all new tablets with ADG uploaded on them and can access digital work orders. Next step is to configure ADG to email employees notifying them of an open work order. Employee receives notification on tablet, perform the job, annotates notes electronically in ADG and then sends back for administrative review and closure. This new process eliminates the requirement to fax, email and or print any work orders as all is done online in the ADG system of record.
- b. Continued developing the FY23/24 Public Works and Utilities Budget. Draft expected to go to City Manager for her review NLT 25 MAR 22.
- c. Coordinated with Alec Deker (ALTEC) for replacement Sewer Crane Truck. Will provide presentation to City Commission during 21 MAR 22 City Commission Meeting for approval.
- d. Attended the Polk County Annual Debris Removal Training at the Polk County EOC on 18 MAR 22.
- e. Delivered donated dolls to the Salvation Army George W. Jenkins City of Hope on 16 MAR 22.
- f. Contacted Rob Stevens to coordinate a Microsoft Teams meeting to discuss the Diamond Maps data/GIS entry way forward.

2. Admin, Logistics & Operations (Jasmyn)

- a. Processed 9 AP's and 2 PO's
- b. Processed 7 work orders and dispersed 87 work orders to the Distribution Section.
- c. Assisted Dustin with Bronson set up for Fountain Park HOA meeting
- d. Inspected the Bronson Community Center the HOA meeting on 3/15/2022 and the baby shower 3/19/2022.
- e. Revised and distributed the City Lift Station, Wastewater Treatment Plant and the Water Treatment Plants location sheet.
- f. Coordinated with FL TRANSCOR to correct invoice for 20 non-high visibility stop signs for new high visibility signs.
- g. Assisted the Sewer Section by participating in a sewer backup call at residence house located on Jericho Ct.
- h. Informed Luis (Road & Streets) of potholes on Carter Rd.- Contacted DOT for repairs.
- i. Communicated with Ace Hardware to ensure email notification of purchases.

- j. Inventoried employee's keys and entered into the newly developed Key Control Log.
- k. Coordinated with Bubba D's to pick up contract and 15% deposit check to begin construction on new equipment shed at the Public Works / Utilities Department. Cement is expected to be installed around 4 APR 22 with construction of building to begin 6-8 weeks later.
- l. Created new Vendor log.
- m. Worked with the Distribution Section and Utilities Billing to create and SOP for adding notes to work orders as part of the automated work order process.
- n. Signed up for 22-23 SEP 22 FSESCI Tier 1 & 2 training (Stormwater Inspector) training.
- o. Worked with Chasity to add Lift Station maintenance to ADG work orders
- p. Created calendar reminders for employees to receive their Hep B vaccine.
 - a) Dustin, Lori, and Lary 3/18/2022
 - b) Rick, Matt, Robbie, and myself 3/21/2022
- q. Completed Unifirst invoices.

3. Sewer & Water Plant Operations (Lori)

- a. Performed on-call duties for weekend/sewer plant.
- b. Continued collecting data for PSAR (Public Supply Annual Report) submission.
- c. Completed the following preventative maintenance operations for the Wastewater Treatment Plant.
 - a) Pulled monitoring wells samples
 - b) Had lights replaced outside by Jeff with Southern Electric
 - c) Petro Tech replaced polymer pump
 - d) Worked with Septic Solutions to get digester pumped down
 - e) Reported daily reads, chlorine and pH reads
 - f) Worked with Ali from DEP on permit renewal
 - g) Got quotes for by-pass pump
- d. Completed the following at the Water Treatment Plants
 - a) Reported daily reads, tested chlorine and pH
 - b) House Keeping
 - c) Replaced chlorine pump at Jacobs Plant with new 150 PSI pulsating pump.
- e. Completed the following at the Water Treatment Plants:
 - a) Daily reads, tested chlorine, and pH
 - b) General clean-up
- f. Attended the Florida Rural Water Continuing Education Seminar "Focus On Change" on 16 MAR 22.
- g. Developed DRAFT FY23/24 budget items for WTP and WWTP.

4. Distribution (Rick)

- a. Processed 87 (451) work orders in ADG consisting of:
 - a) Turn on: 10

- b) Turn Offs: 13
 - c) Meter maintenance: 59
 - d) Locates: 3
 - e) Lift Station Repairs: 1
 - f) Monthly No-Reads: 1 (Consisted of 364 water meter no reads) across the city
- b. 112 additional work orders remain open as part of our continued efforts between Utilities Billing and the Utilities Department to ensure all data for water meters listed in ADG is matching with Diamond Maps
 - c. Performed 10 Sunshine 811 locates.
 - d. Contact Ferguson to receive quotes for required brass fittings need to continue normal water distribution operations. Lead time on some parts is up to 17 weeks due to supply chain shortages.
 - e. Working quotes for new lift station bypass pump.
 - f. Working with Utility Billing and Empire for Master Meter / Harmony Education and receive quote for new 3G and 4G equipment to reduce the number if monthly no-reads and modernize the water meter system.
 - g. Assisted Sewer Section with pulling down and shutting down all the required lift stations to facilitate Voyles Loop lift station major pipe repair which was completed on 18 MAR 22. Additional pipe repairs are required in order to replace extremely corroded pipes and hardware.
 - h. **Performed following Weekend Call-Outs (19-20 MAR 22)**
 - a) L/S #11 (Golden Gate) & L/S #12 (Ruth Road) to pull pump and De-Rag. Pump Wear Rings are worn out and mut be replaced.
 - b) L/S #12 (Ruth Road) to pull pump and De-Rag again.
 - c) L/S #8 (Motorcoach) due to water line leaking
 - d) L/S #3 (Laynewade Rd) & L/S #4 (Nolane Rd) due to alarm module offline – reset.

5. Stormwater & Sewer Operations (Andrew & Robby)

- a. **Stormwater:**
 - a) Received feedback from FLDEP, Anna Lomasney regarding the DRAFT MS4 Cycle 5 Permit. I will make minor corrections and submit to City Manager for her review NLT 28 MAR 22. Permit submission is due 31 MAR 22.
- b. **Sewer:**
 - a) Completed inspections all lift stations identifying minor and major issues, all issues/problems/findings/photos documented in diamond maps. Will begin to fix noted deficiencies ASAP.
 - b) Assisted Kevin Odom Contracting with Voyles Loop lift station major pipe repair which was completed on 18 MAR 22. Additional pipe repairs are required in order to replace extremely corroded pipes and hardware.
 - c) Inspected, de-ragged, amperage checked and verified float sequence on master lift station (ongoing).

d) Inspected (routine check) sanitary Sewer line

6. Parks & Recreation (Freedom Park, Courts, McMaingle Park, and Fishing Pier) (Luis)

- a. Collected 7 bags of trash at all parks.
- b. Mowed the back of the playground at Freedom Park, Basketball Courts, fit trail, and skate park.
- c. Mowed McMaingle Park and empty lot on Railroad Avenue.
- d. Blew off sidewalk at Fishing Pier.
- e. Assisted Facilities replacing sprinkler heads at Freedom Park
- f. Repaired two small holes on Van Fleet Trail
- g. Assisted reading no-read water meters on 17-18 MAR 22.

7. Mowing & Landscaping (Luis)

- a. Collected 6 bags of trash from all streets and roads to include SR 33 and C557/559.
- b. Mowed right away along SR33 on both sides of the bridge.
- c. Weeded guard rail under SR33 bridge on Berkeley.
- d. Weeded culvert pipe at Honeybee Lane.

8. Streets & Signs (Luis)

- a. Repaired pothole on Carter Blvd.
- b. Contacted Polk County DOT put in a work order for pothole at SR33 and Berkeley Ave.

9. Fleet Maintenance (Dustin)

- a. Completed 4 work orders on 4 small engines and tested remaining equipment to create needed repair parts supply list.

10. Building Maintenance

- a. Completed 10 work orders:
 - a) 9 Building Maintenance
 - b) 1 Tech Support
- b. Worked with Gulf State Signs to repair City Hall marquee
- c. Continued installation of Freedom Park light timer (unfinished).
- d. Received three quotes for new diesel storage tank
- e. Assisted the Distribution Section on completed 364 water meter no reads.
- f. Received quotes for well pump repairs from Southern Electric. Repairs will be performed week of 21 MAR 22.
- g. Met with bride to be for Burnley wedding setup.
- h. Performed custodial duties at all City facilities.
- i. Set up for HOA meeting on Tuesday and baby shower on Saturday.
- j. Removed and returned the Assistant to the City Manager's faulty monitor stand. New ones arrived 18 MAR 22 and will be installed 21 MAR 22.

April Objectives

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Continue validating DIAMOND MAPS by completing the following actions:
 - a. Break down city sectors to perform MS4 Surveillance and record results as part of the Illicit Prevention and Proactive Inspection Program.
 - b. Perform surveillance of all city assets and record all actions taken creating a historical data base for works completed.
 - c. Develop annual fire hydrant inspection program.
 - d. Develop annual physical water meter inspection program.
 - e. Inspecting all City and private backflows, logging in Diamond Maps and inspecting for annual inspections.
3. Continue cleanup of Utilities area, identify, and prepare excess and unserviceable for surplus/disposal.
4. Precure equipment/resources identified for Utilities Department in the 2021-2022 Budget.

Submitted by: Keith J. McVeigh, Public Works/Utilities Director.

Public Works/Utilities Report

21-27 March 2022

Summary: Below is a summary of Public Works actions for the week:

1. Public Works/Utilities Director (Keith)

- a. Completing the final implementation of the automated (paperless) work order process with all employees. Employees are using their new tablets with ADG uploaded on them and can access digital work orders facilitating their continued transition from one job to another without returning to pick-up hard copy work orders. Still finalizing the configuration of ADG to email employees notifying them of an open work order. Employees have also begun to develop digital reports in Diamond Maps eliminating the need for paper files, transition into all digital records and meeting DEP requirements for an electronic GIS Mapping System.
- b. Finalizing the FY23/24 Public Works / Utilities Department Budget. Draft will be sent to the City Manager and Finance Director for their initial review NLT 30 MAR 22.

2. Admin, Logistics & Operations (Jasmyn)

- a. Processed 11 AP's and 2 PO's
- b. Processed 22 locate work orders for Utilities
- c. Administered 49 work orders to Distribution Working Crew Chief
- d. Ordered conference table for PW & Utilities meetings
- e. Ordered master locks for Utilities
- f. Assisted with the set up at Bronson Center for Polk Correctional event
- g. Assisted with the set up at Bronson Center for Burnley Wedding event
- h. Researched companies for Class A CDL training
- i. Received 2 quotes for new ice maker for City Hall waiting for 3rd
- j. Completed Unifirst weekly spread sheet
- k. Created sign out sheets for employee keys
- l. Contacted Southern Electric to process outstanding and new invoices
- m. Corradiated with Utility Billing to order supplies from Petrotech for polymer pump repair.
- n. Corradiated with Utility Billing to order supplies from Ferguson for the Berkley Project/Kevin Odom, and Cardinal Hill WWTP valve repair.
- o. Contacted Ring Power regarding invoice corrections
- p. Created Quick Reference spread sheet for Lift Stations, providing information for the system type, call out phone number, and support contact.
- q. Attended meeting/luncheon with City Manager for Public Works / Utility Department

3. Sewer & Water Plant Operations (Lori)

- a. Performed on-call duties for weekend/sewer plant coverage

- b. Completed water plant Monthly Operations Reports
- c. Completed the following preventative maintenance operations at the Wastewater Treatment Plant:
 - a) Completed DMR on DEP Portal
 - b) Worked on draining digester to facilitated valve repair
 - c) Met with Jacob Crowe of Hinterland for WWTF liner repair estimate.
 - d) Assisted Landscaping/Mowing to cut Ruth Road Ponds and Lift Stations
 - e) Did daily plant reads, chlorine and pH test, and cleaning
 - f) Switched Effluent to 14 ribs, Perk Ponds, and WWTF Spray Field
 - g) Worked on WWTF budget
- d. Completed the following preventative maintenance operations at the Water Treatment Plants:
 - a) Daily reads, tested chlorine and pH
 - b) House keeping
- e. Continued collecting data and preparing the Public Supply Annual Report (PSAR)
- f. Submitted the WTP FY23 Data

4. Distribution (Rick, Matt & John)

- a. Processed 41 work orders in ADG consisting of:
 - a) Turn on – 10
 - b) New meter installs -1
 - c) Water turn offs – 3
 - d) Meter maintenance – 16
 - e) Laptop test – 1
 - f) Sunshine locates – 8
 - g) Lift Station Repairs - 2
- b. 95 additional work orders remain open as part of our continued efforts with Utilities Billing to ensure all data for water meters listed in ADG is matching with Diamond Maps
- c. Assisted Sewer Section with the install new pump at Lift Station #12 (Ruth Road)
- d. Added Water Service to 644 2nd St
- e. Repaired Leak in MOSN (1178 Motorcoach Dr.) and added leak repair to DM
- f. Submitted procurement request for Berkley Road water line replacement.
- g. Contacted DFS for Hypertech 4 updated quote
- h. Coordinated with multiple vendors for new sewer bypass pump
- i. Contacted multiple vendors for quotes on new Leak Trailer for FY23/24 Budget
- j. Assisted R&M for Brook Lane Repair:
 - a) Completed gate valve install
 - b) Installed new check valve

- c) They must return to install gasket in lift station
- k. Contacted Spectrum for Lift Station #7 (Voyles Loop) Call out Phone not working, requires new electronic call out box - rewired due to corrosion and new modem installed.
- l. Contacted Frontier for WWTP Call out phone forwarding issue – problem resolved

5. Stormwater & Sewer Operations (Robby)

a. Stormwater: NSTR

b. Sewer:

- a) Completed inspections all lift stations identifying minor and major issues, all issues/problems/findings/photos documented in diamond maps. Will begin processing quotes and fix noted deficiencies ASAP
- b) Contacted Dataflow for issues with Main Tower at City Hall. Identified problems with components in server. System is being repaired and updated
- c) Pulled Lift Stations 10 (South Shore Drive), 11 (Golden Gate) & 12 (Ruth Road) to clean rags out of pumps
- d) Got quote for new pumps at Lift Station 1 (Brook Lane) 1 and 12 9 (Ruth Road). Purchased and installed new pump at Lift Station 12 (Ruth Road) Took old pump in for repairs and to keep as spare.
- e) Lift Station 1 (Brook Lane) had line stop and shut off valve installed on force main for repairs in valve box. As well as new check valves and gate vales installed
- f) Washed down Lift Station 7 (Voyles Loop) due to excessive matting (Weekly requirement)
- g) Replaced Modem at Lift Station 7 (Voyles Loop)
- h) Cleaned Lift Stations 4 (Nolane Lane) and 9 (Meandering Lane).
- i) **Performed following Weekend Call-Outs:**
 - 1. 22 MAR: L/S #12 (Ruth Road) to pull pump and De-Rag again.
 - 2. 26 MAR: Leak at 9160 N. Shore Blvd. Lead on customer side

6. Parks & Recreation (Freedom Park, Courts, McMaingle Park, and Fishing Pier) (Jeff)

- a. Collected 6 bags of garbage
- b. Secured trail bench with 2 new screws
- c. Completed final 15 water meter no reads for the Water Section
- d. Assisted facilities with the set up Bronson Community Center for Saturday Wedding
- e. Reinforced McMaingle Park playset due to fire damage. Replacement parks are on order from Gametime with a delivery date of JUNE 2022.

7. Mowing & Landscaping (Jeff)

- a. Collected 0 bags of trash from all streets and roads to include SR 33 and C557/559.
- b. Pick up bed frame on the side of Berkley Road that was dumped
- c. Mowed, weed, and edged westside of SR33 through downtown
- d. Mowed Ruth Road and Bascom Court Ponds

8. Streets & Signs (Jeff)

- a. Assessed pavement edge of West Palmetto Lane and Hydrangea Ave. Both are fine but provided fill dirt due to vehicles driving off road.
- b. Backfilled edge of pavement at west palmetto and hydrangea Avenue
- c. Repaired edge of pavement pothole on Citrus Grove Blvd
- d. Replace the post for street sign on South Bougainvillea and Lakeshore
- e. Combine 2 sets of streets and stop signs to one post on Hydrangea and Arborvitae Ave
- f. Replace 2 sets of stop signs and post at Hydrangea and Arborvitae Ave
- g. Replace stop sign at Carter Blvd and SR33

9. Fleet Maintenance (Dustin)

- a. Completed 1 work order
 - a) Equipment Maintenance - 1

10. Building Maintenance (Dustin)

- a. Completed 6 work orders for facility maintenance
- b. Installed Assistant to the City Manager's new monitor stands

April Objectives

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Continue validating DIAMOND MAPS by completing the following actions:
 - a. Break down city sectors to perform MS4 Surveillance and record results as part of the Illicit Prevention and Proactive Inspection Program.
 - b. Perform surveillance of all city assets and record all actions taken creating a historical data base for works completed.
 - c. Develop annual fire hydrant inspection program.
 - d. Develop annual physical water meter inspection program.
 - e. Inspecting all City and private backflows, logging in Diamond Maps and inspecting for annual inspections.
3. Continue cleanup of Utilities area, identify, and prepare excess and unserviceable for surplus/disposal.
4. Precure equipment/resources identified for Utilities Department in the 2021-2022 Budget.

Submitted by: Keith J. McVeigh, Public Works/Utilities Director.

Public Works/Utilities Report

28 March – 03 April 2022

Summary: Below is a summary of Public Works actions for the week:

1. Public Works/Utilities Director (Keith)

- a. The automated (paperless) work order process is operating, and improvements are being made daily. Still finalizing the configuration of ADG to email employees notifying them of an open work order. Employees have also begun to develop digital reports in Diamond Maps eliminating the need for paper files, transition into all digital records and meeting DEP requirements for an electronic GIS Mapping System.
- b. Submitted the FY23/24 Public Works / Utilities Department Budget to Finance Director and City Manager on 28 MAR 22.
- c. Attended Polk County EOC101 Training on 30 MAR 22 in preparation for Hurricane Season.

2. Admin, Logistics & Operations (Jasmyn)

- a. Completed and processed Ace Hardware monthly statement – MAR 22 bill was only \$223.09 vs FEB 22 bill of \$1,042.51, a reduction of \$819.42 due to controlled spending and use of on hand assets first vs excess buying.
- b. Contacted Game-Time to check status on parts for the McMaingle Park repair parts. Parts are back ordered until JUN 22.
- c. Contacted Barney's Pump to close out pending invoices.
- d. Contacted Ring Power regarding invoice breakdown, left a message still waiting for response (3rd Time).
- e. Received information from Florida CDL, Truck Driver In., and Sage Truck Driver regarding Class A CDL. Florida CDL selected for performing employee training
- f. Procured clamps for Utility work trucks (secure tools)
- g. Created 10 locate work orders and trained both new and existing employees how to create and modify work orders in ADG
- h. Reconciled with Utilities Billing about adding codes to ADG work orders
- i. Processed 18 APs finalized 2 POs
- j. Conducted bi-weekly outstanding PO review with Finance Supervisor.
- k. Contacted Southern Eastern Freight for the delivery of the PW/Utilities conference table
- l. Dispersed 48 work orders
- m. Coordinated with Lancaster Safety Services for Confined Space Training on 28 APR 22.
- n. Went to Safety Products for mowing masks and to get a quote for the equipment needed for the Confined Space training.
- o. Provided City of Mascotte Polk City's non-profit organization event fees
- p. Updated WEX account, adding our new employee and deleting employees no longer with the city

- q. Meet with Carroll Family at the Bronson Community Center to review set up for the Memorial event
- r. Emailed Republic services to schedule a pickup/empty PW/Utilities dumpsters
- s. Created location code cheat sheet on lift stations for Distribution and Sewer Sections
- t. Notified Spectrum about a line down on Berkley Rd.
- u. Contacted Southern Electric for final invoices

3. Sewer & Water Plant Operations (Lori)

- a. Performed on-call duties for weekend/sewer plant coverage.
- b. Completed March monthly Operating Reports.
- c. Completed the following preventative maintenance operations at the Wastewater Treatment Plant:
 - a) Performed daily plant reads, chlorine and pH test, and cleaning.
 - b) Pulled samples from monitoring wells.
 - c) Continued clean-up of offices, vehicles, and plant grounds.
 - d) Coordinated with ACT to complete drainage of Digester.
 - e) Completed digester draining and installed new splitter valve.
 - f) Switched Effluent to I-4 ribs, Perk Ponds, and WWTF Spray Field
- d. Completed the following preventative maintenance operations at the Water Treatment Plants:
 - a) Daily reads, tested chlorine and pH
 - b) Site Survey at Jacobs WTP building with Woods Engineering (Day Tirrell) to determine structural repair requirements; PW/U is cleared to repair, and Woods Engineering is sending letter with assessment.
- e. Continued collecting data and preparing the Public Supply Annual Report (PSAR)
- f. Escorted PW/U Director and to site of Golden Gate & Duey Road to locate water and sewer hook-up location for new housing development Traditions Engineering is planning.

4. Distribution (Rick, Matt & John)

- a. Processed 50 work orders in ADG consisting of:
 - a) Turn on: 8
 - b) Turn off: 14
 - c) Meter Maintenance: 7
 - d) Locates: 11
 - e) Lift Station repair: 9
- b. 94 Open Work Orders in ADG consisting of:
 - a) Turn on: 2
 - b) Install - water: 1
 - c) Turn off: 6
 - d) Meter Maintenance: 79

- e) Laptop test - free: 1
- f) Locates: 2
- g) Lift Station Maintenance: 3
- c. Met with Data Flow Systems (DFS) for site survey to review all lift stations, WTP and WWTP that are not on SCADA as a Service to get quote.
- d. Received quotes from 3 vendors for new sewer bypass pump. PW Director will build presentation and present to the City Manager and City Commission on 18 APR 22.
- e. Received quotes from 3 vendors for Leak Trailer for FY23/24 Budget
- f. Completed Brook Lane Lift Station repairs with R&M:
 - a) Completed gate valve install
 - b) Installed new check valve
 - c) Installed gasket in lift station

5. Stormwater & Sewer Operations (Robby)

a. Stormwater: NSTR

b. Sewer

- a) Performed preventative maintenance & checks at the following Lift Stations:

#1 (250 Brook Lane): Assisted R&M Services with the installation of a Flange gasket on # 2 discharge pipe.

#2 (210 North Citrus Grove Blvd.) NSTR

#3 (221 Laynewade Rd): Recorded generator run hours.

#4 (447 Nolane Lane): Cleaned and washed down.

Recorded generator run hours.

#5 (822 Two Pond Rd): Recorded generator run hours.

#6 (Mt. Olive Rd (Fountain Park): Pulled pumps and washed down. Recorded generator run hours.

#7 (9826 N. SR33 / Voyles Loop): Lift station quit working in auto. Had Herc Rental bring bypass pump out while we had a contractor work on Lift Station Electronics. Still having issues. Barney's Pumps is working on the problem. Recorded generator run hours.

#8 (1071 Motorcoach Drive): Working on getting a new call box. Verbatim call boxes are six weeks out.

#9 (455 Meandering Way): NSTR

#10 (5145 South Shore Drive): Pulled pumps cleaned rags out. Washed down.

#11(5552 Golden Gate Blvd.) Pulled pumps cleaned rags out. Washed down.

#12 (9256 Ruth Rd): NSTR

#13 (Phase 3 Fountain Park): NSTR

6. Parks & Recreation (Freedom Park, Courts, McMaingle Park, and Fishing Pier) (Jeff)

- a. Collected 3 bags of garbage

- b. Installed new Led light at Freedom Park
- c. Cleaned up trash/debris at Freedom Park, Courts, McMaingle Park and the Fishing Pier.

7. Mowing & Landscaping (Jeff)

- a. Collected 11 bags of trash from all streets and roads to include SR 33 and C557/559.
- b. Pick up mattress on the side of Berkley Road that was dumped
- c. Removed debris SR33 telephone poles across from MOSN entrance
- d. Mowed, weed-eated:
 - a) Berkley Road from Van Fleet Trail to I-4 Overpass
 - b) County Road 559
 - c) Freedom Park, Courts, McMaingle Park, Fishing Pier, and Polk City trail
 - d) Old Public Works Facility

8. Streets & Signs (Jeff)

- a. Cleared debris off roadway behind skate park.

9. Fleet Maintenance (Dustin)

- a. Completed 1 work order: Equipment Maintenance – 1

10. Building Maintenance (Dustin)

- a. Completed 8 work orders for facility maintenance
- b. Cleaned all Polk City facilities
- c. Set up for baby shower at Activity Center
- d. Opened/closed Activity Center for Wilson Baby Shower at Activity Center.

May Objectives

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Continue validating DIAMOND MAPS by completing the following actions:
 - a. Break down city sectors to perform MS4 Surveillance and record results as part of the Illicit Prevention and Proactive Inspection Program.
 - b. Perform surveillance of all city assets and record all actions taken creating a historical data base for works completed.
 - c. Develop annual fire hydrant inspection program.
 - d. Develop annual physical water meter inspection program.
 - e. Inspecting all City and private backflows, logging in Diamond Maps and inspecting for annual inspections.
 - f. Validating water meter data accuracy between Diamond Maps & ADG.
3. Continue cleanup of Utilities area, identify, and prepare excess and unserviceable for surplus/disposal.
4. Precure equipment/resources identified for Utilities Department in the 2021-2022 Budget.

5. Focus on required repairs for Sewer Lift Stations and the Cardinal Hill WWTP.

Submitted by: Keith J. McVeigh, Public Works/Utilities Director.

**City Commission Meeting
April 18, 2022**

AGENDA ITEM #1: CITY COMMISSION CANDIDATE INTERVIEWS

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

City Commission District #3 Vacancy

ATTACHMENTS:

Charles Nichols Interest Letter w/Resume
Charlotte Baxter Resume
Sarah Prestage Interest Letter w/Resume
Maria Isabel Campos Gordon Interest Letter w/Resume

ANALYSIS:

During the April 5, 2022 Municipal Election, Don Kimsey did not run for re-election; therefore leaving a District #3 vacancy. Public Notices regarding this vacancy were mailed to registered voters in District #3, placed in the City's newsletter, on the City's website, on the City Hall Bulletin Board, as well as the Post Office.

As a result, Polk City has received four (4) resumes and/or letters of interest as stated above (attachments).

STAFF RECOMMENDATION:

City Commission approval of a candidate to serve on the City Commission.

April 08, 2022

TO: The City of Polk City

FROM: Charles Nichols Jr.

SUBJECT: Letter of Interest in District #3 City Commissioner Vacancy

This letter is about the mailer asking for interested candidates for the vacant district #3 city commissioner seat for the city of Polk City. I would like to announce my interest in serving on the city's commission in representation for District #3. I currently live on 2nd St. in Polk City and have for the past 4 years. Prior to that I have lived in Polk City for the Majority of my Life.

Over the course of my career, I have worked for several government agencies including a stint as the Utility Director for Polk City. I have worked in the utility field my entire career. I believe my experience in the utilities and working for different governments would give me a unique perspective in future discussions and projects facing the city. I have no preconceived agenda in applying for the position other than to offer my time and experience as a possible benefit to the city and its residents. I would like to thank the city in advance for its time and consideration in this matter and look forward to hearing from you in the future.



Charles Nichols Jr.

4-8-22

Date

Charles Nichols
743 2nd ST., Polk City, FL 33868 (863)-215-2534
cnichols2134@gmail.com

Goal

I currently serve as the Regional WPC Supervisor for Polk County. I am seeking to use my knowledge, skills, and experience to assist Polk City as a perspective commissioner. I currently live in Polk City and have lived in Polk City for most of my life.

Professional Experience

3/22/2021 – Current

North Regional WPC Supervisor

Polk County BOCC

- Serve as the Regional Supervisor for two of the county's regional wastewater facilities, supervising a staff of 13 personnel in the daily operation and maintenance of the facilities. Responsible for fulfilling all facilities' regulatory responsibilities including data collection and interpretation, sampling, and report preparation; submittal of wastewater DMRs, Annual Reclaim reports, and Biosolids reporting.
- Responsible for developing the annual operating budget and assisting in the County's CIP plan for the facility. Conduct monthly line-item reviews of budget expenditures. Review, approve, and submit p-card receipts for personnel under direct supervision.
- Planning of upgrades and expansion of both wastewater facilities.
- Working with engineering firms on project creation and review.
- Generating semi-annual and annual performance evaluations for employees under direct supervision.
- Conduct onsite training of personnel under direct supervision and creation of SOPs for operations.
- Coordinating repairs and maintenance with multiple departments within the county.

10/26/2015 – 3/19/2021

Chief Plant Operator, City of Winter Haven WWTF #3

Winter Haven, Florida

- Serve as the Chief Plant Operator for the City's larger wastewater facility, supervising a staff of 15 personnel in the daily operation and maintenance of the facility. Responsible for fulfilling all city regulatory responsibilities including data collection and interpretation, sampling, and report preparation; submittal of wastewater DMRs, Annual Reclaim reports, and Biosolids reporting.
- Responsible for developing the annual operating budget (\$2.2M) and assisting in the City's CIP plan of approximately 8-10 million dollars annually for the facility. Conduct monthly line-item reviews of budget expenditures. Review, approve, and submit p-card receipts for personnel under direct supervision.
- Planning of upgrades and expansion of older wastewater facility.
- Working with engineering firms on project creation and review.
- Generating semi-annual and annual performance evaluations for employees under direct supervision.
- Conduct onsite training of personnel under direct supervision and creation of SOPs for operations.
- Assign, track, and complete monthly personal development training of staff and myself through Fred Pryor online training system.

Charles Nichols
743 2nd ST., Polk City, FL 33868 (863)-215-2534
cnichols2134@gmail.com

02/14/2011 – 10/2015
Project Manager, Woodard & Curran
Pro Tem Utilities Director, Polk City, FL

- Serve as the Utilities Director for the city of Polk City. Managed the team that brought city's utilities from consent order to 100% compliant with Health Department and FDEP. Responsible for fulfilling all city regulatory responsibilities including data collection and interpretation, sampling, and report preparation; submittal of PSAR, water audit reports, monthly water MORs, wastewater DMRs, CCRs, and Annual Reclaim reports. Responsible for developing the annual operating budget (\$500K) and assisting in the City's CIP process. Conduct monthly line-item reviews of budget expenditures.
- Licensed operator of record for all three of the city's water plants, and their wastewater plant. Responsible for day-to-day management of the four facilities, eleven lift stations, collection systems, and water distribution systems, including backflow devices, hydrants, and water meters.
- Direct supervisory responsibility for six employees. Lead annual performance reviews and goal setting. Personally mentored three team members in obtaining their operator licenses.
- As Project Manager for Woodard& Curran, I am responsible for assuring that all company H&S tasks and requirements at the individual and team level are fulfilled and documented. During my five-year tenure, my team recorded no lost time incidents.
- Responsible for preparing written Monthly Operations Reports (MORs) for City Administrators staff and City Council. Have delivered public presentations at city council meetings and workshops.
- Responsible for oversight of the city's utility billing and customer service office. Handled all escalated customer complaint issues.

12/2008 - 2/1/2011
Senior Operator, Polk County Utilities Department
Bartow, FL

- Conducted daily O&M activities associated with wastewater facilities.
- Daily data collection, entry and analyses interpretation.
- Preventive and corrective maintenance of facility and equipment.

03/2008 – 12/2008
Wastewater Operator, Plant City, FL

- Daily data collection, entry, and interpretation.
- All routine O&M tasks associated with facility operations.

01/2000 – 03/2008
Chief Operator, Johnson Controls
Orlando, FL

- Responsible for operations and maintenance oversight of an ultra-pure water treatment facility and industrial wastewater facility for Agere Systems microchip manufacturing plant. Direct supervisory responsibility for four crews totaling 16 employees.
- Develop and implement O&M SOPs.

Charles Nichols

743 2nd ST., Polk City, FL 33868 (863)-215-2534

cnichols2134@gmail.com

- Assist with budget creation and capital planning; responsible for training new personnel.

08/1996 - 01/2000

Wastewater Operator, City of Winter Haven, FL

- Responsible for day-to-day operations and maintenance of a municipal wastewater facility.
- Data collection and sample analysis in a state certified lab.

Professional Skills

- Florida A wastewater license (#9745); Florida C water license (#15196)
- Active Board Member of Florida Water and Pollution Control Operators Association Region 10
- Working knowledge of all relevant OSHA water/wastewater H&S program requirements
- Working knowledge of Health Department, DEP, and Regional EPA water and wastewater regulatory requirements, permits, and monthly, quarterly, annual report generation and submittals
- Working knowledge of Hach WIMS laboratory and data management program
- Working knowledge of computerized maintenance management programs (SEMS) and (Cartegraph)
- Ability to conduct individual annual performance reviews and create goals and objectives
- Ability to create annual facility work plans including goals and objectives
- Financial planning skills and use of Excel spreadsheets
- Organized writing skills and use of Microsoft Word
- Monthly and annual summary report preparation; use of Microsoft PowerPoint programs
- Comfortable use of tablets and electronic applications in documenting activities and work orders
- Excellent phone and face-to-face customer service skills
- Ability and desire to mentor and assist others in career planning and development

Academic Education

Auburndale High School, FL 1996

Leadership Development for Public Administration, Polk State College 2020

Reference (additional references available upon request)

Michael Cherniak, Senior Vice President, Retired

Woodard & Curran, Inc.

813/390-3799

Jeff Goolsby, Wastewater Manager

Polk County BOCC

863-221-1213

Bartt Booz, Senior Project Manager, PE

Wright-Pierce

407-710-2214

Charlotte A Baxter

[201 N Citrus Grove Blvd | Polk City, FL 33868 | 407 -259 -5924| baxcharl70@gmail.com

Objective

To become an active member of the Polk City Commission

Education

- Lincoln High (Vincennes, Indiana)
- High School Diploma
- majored in Art, English and History 2 credits in Psychology from class in Kissimmee night school

-

Experience

Walt Disney World

[1992 – 2015

Transportation and trainer for 15 years

Awards & Acknowledgements

- Safe Driver pins
- The Ambassador award

To whom it may concern,

Polk City has been my home for all of my life. Beyond my life, Polk City has been home for majority of my parents' lives, my grandparents' lives and my great-grandparents' lives. Polk City holds a special place in my family's hearts.

Starting at a young age, I was taught the importance of serving your community. My Grandfather, Jimmy Carroll, served as the Public Safety Director during his life and my father, Keith Prestage, served as a City Commissioner and Public Works Director. I have spent my life watching these men as they gave up their time to serve people of this community and lead with compassion. These men taught me that it is not enough just to see the need in our community; you need to do your part in meeting that need.

For the past 2 years, I have volunteered at the Polk City Food Drive faithfully every 2nd and 4th Saturday of the month. I had no idea what I was getting into when I was first approached to volunteer. None of us volunteers could have imagined the impact this food drive was going to have on our community. To this day, people line up hours before the food drive starts to ensure they receive food. This food drive opened my eyes to the importance of community. It doesn't matter what kind of car someone drives or what clothes they wear. It is not our job to judge who comes through the line. It is our job to serve everyone who comes.

I want to see this city grown in unity and to be an example of how a community should serve one another. I love this city and care deeply for the people of Polk City. I want to be a voice for these people and I would find it an honor to serve as a city commissioner.

Thank you,

Sarah Prestage

SARAH PRESTAGE
620 Reba Road
Polk City, FL 33868
smprestage@gmail.com
863-242-5476

OBJECTIVE

To be hired as a City Commissioner for District #3

EDUCATION

POLK STATE COLLEGE

Associates in Science for Business Administration

Graduated in December of 2016

EXPERIENCE

**BARNES & NOBLE COLLEGE AT POLK STATE COLLEGE BOOKSTORE-WINTER HAVEN FLORIDA,
JUNE 2018-PRESENT**

Assistant Manger

- Hire and train booksellers
- Coordinate with College Staff members regarding textbooks and students' accounts
- Assist Manager with billing report as needed
- Manage textbook inventory
- Work with customers regarding textbook issues and bookstore receivable holds on students' accounts

ADDITIONAL EXPERIENCE

FIRST BAPTIST CHURCH OF POLK CITY

**Kindergarden-2nd Grade Awana Leader
2014-Present**

- Assign children to leaders for small group time
- Assist in teaching Bible study lesson

**Children's Choir-Director
2017-2020**

- Coordinate music and choreography
- Plan and directed Christmas programs

SKILLS & ABILITIES

Hard worker, Quick Learner, Proficient In PowerPoint, Microsoft Word, Excel, and Leadership

Sheandolen Dunn

City of Polk City

April 11, 2022

Dear Ms Dunn,

Due to my father's job as a crop-dusting pilot for a British Company and then my first husband's military career, I have lived in many different cities and small towns such as New Yor, St. Louis, MO, Guadalajara, Mexico, Panama City, Panama, Fort Lauderdale, Mannheim, Germany, just to name a few. I learned to enjoy the city ambient as well as the country slower pace where one has the time to stop and smell the roses.

Due to all the travels my stary in each town has been short. The longest I have lived in an area is here in Polk County. Lived in Winter Haven since October 2005 when Mel Gordon and I married. We moved to Polk City in November 2015.

We enjoy the tranquility of Polk City; the trail is a marvelous place to exercise and breath fresh air. During the black out after hurricane Irma, we were able to meet most of our neighbors since Mel and I went door to door announcing that the city was providing warm food at Freedom Park.

I look forward to the opportunity to represent district 3 of the City of Polk City. Once I learn the city's goals, my intention is to bring help, new thoughts as we all put our effort together to better our city, the place w call home.

Best Regards,

A handwritten signature in cursive script that reads "Mel Gordon". The signature is written in black ink and is positioned below the typed name "Mel Gordon".

Maria-Isabel Campos-Gordon

221 S. Citrus Grove Blvd Polk City, Fl 33868 ♦ kiosllc@gmail.com ♦ (863) 401-5760

PROFESSIONAL PROFILE

Dedicated and highly energetic Business Manager with extensive background in real estate, mortgages, sales and product support. I have been commended for demonstrating great leadership, organizational skills, adaptability to changing business requirements, day-to-day business operations with proficiency in solving complex business-related problems using critical thinking, good negotiation skills, and creative cost-efficient solutions.

EXPERIENCE

The Water Factory, LLC
Owner/Founder

July 1, 2021 – Present

Initiate, organize seek funding, coordinate with University Professors for Technical expertise for the new Atmospheric Water Generators to be produced. Sought and negotiate the warehouse to house the factory. Interview and hire personnel for the factory.

Atmospheric Water Generator LLC, d/b/a Quench Innovations
President and Treasurer

January 2015 – Present

Manage the day-to-day business operation. Implement budget and evaluate business performance. Lead sales effort to revive inactive client prospect by offering win-win outcomes. Planned, task management, and schedule product development meeting. Lead and coordinate sales and marketing communication and strategies.

Kios LLC
Owner-partner real estate management firm

November 2009 – 2018

Promoted, showed, rented, and managed family owned properties.

Eagle Real Estate Solutions, LLC
A family owned real estate investment firm

October 2005 – 2010

Procured, evaluated, purchase and resold properties as personal investments. Managed rehab crews on several properties at the same time. Performed comprehensive support office operations.

Equity Mortgage Resources LLC and other mortgage firms
Owner mortgage firm

2005-20014

State of Missouri Lifetime Teacher's Certificate, K-12

ACCOMPLISHMENTS

National Dean's List 1984-1986

Published Poet and Short Story Writer – English and Spanish

VOLUNTARY ORGANIZATIONS

Calvary Chapel, Fort Lauderdale – Work with Love Program – Volunteer worker = Help people in need from natural disasters.

NAWBO – Tampa coordinator 2019-2020

Shoresh David Messianic Synagogue of Brandon – Oneg director

**City Commission Meeting
April 18, 2022**

AGENDA ITEM #2: CHASTAIN SKILLMAN LETTER OF AGREEMENT - CDBG

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Chastain Skillman is submitting a Letter of Agreement for Professional Engineering and Survey Services associated with the 2019-2020 Community Development Block Grant (North and South Citrus Grove Improvements)

ATTACHMENT:

Chastain Skillman Letter of Agreement

ANALYSIS:

The initial cost was estimated at \$107,265; however, the cost has increased based on today's pricing. The following sections delineate the basic elements of Chastain Skillman's Agreement with Polk City.

Survey, Geotechnical Evaluation, Construction Cost Estimate, Site Plan, Pre-Application Meetings, Civil Site Design and Construction Plans, Site Work Permitting, Bid Services, Limited Construction and Certification Services.

The compensation for the Professional Engineering and Surveying Services will be based on a fixed fee arrangement, excluding reimbursable expenses, as summarized in the table below.

Survey	\$42,705
Geotechnical Evaluation	7,685
Construction Cost Estimate	2,690
Site Plan	470
Pre-Application Meetings	1,600
Civil Site Design & Construction Documents	29,355
Site Work Permitting	5,630
Bid Services	12,310
Limited Construction & Certification Services	11,275
Project Management & Administration	6,775
FIXED FEE (Excluding Reimbursable Expenses)	\$124,795

STAFF RECOMMENDATION:

Approve the Agreement for Engineering and Survey Services with Chastain Skillman in the amount of \$124,795.



205 E Orange Street, Suite #110
Orlando, FL
33801
863-646-1402

Via Electronic Mail patricia.jackson@mypolkcity.org

March 25, 2022

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

RE: Letter-of-Agreement for Professional Engineering & Survey Services
Polk City – N & S Citrus Grove Improvements
Polk City, Florida
CSI File No. DFM20.016

Dear Ms. Jackson:

We are pleased to offer this Letter-of-Agreement (Agreement) for your consideration. The contents of this Agreement are based upon recent discussion and our understanding of the required Scope-of-Services. The staff of Chastain-Skillman, Inc. (CSI) is well qualified to handle this assignment in a professional manner and we trust that you will look on the following arrangement favorably.

Our primary objective will be to produce site work construction drawings and permit application packages for the proposed right of way improvements located along N & S Citrus Grove Blvd., Polk City, Florida and abutting side streets. The overall project includes a combination of various roadway, sidewalk, and drainage improvements along approximately 9,500 linear feet of right of way as shown in Exhibit "B".

The following sections delineate the basic elements of our Agreement with the City of Polk City. (also referred to as the "Client").

- 1. Survey:** CSI will be responsible to prepare a Topographic Survey with right-of-way location along N & S Citrus Grove Blvd., Polk City and abutting side streets as depicted on the attached Exhibit "C". The limits of the Topographic Survey will be right-of-way to right-of-way. The specific scope items are defined below:
 - Conduct office research, field coordination, and quality control measures as deemed necessary by CSI in order to produce the survey.
 - The horizontal datum for the project will be NAD 83 (2011 Adjustment), Florida State Plane, West Zone (902). All measurements will be in US Surveyor's Feet (sFT).
 - Right-of-way line location. The right-of-way will be depicted based on the field monumentation found at the time of the survey. A full retracement of the right-of-way or individual parcel lines will not be a part of the survey.
-



- Locate and depict aboveground improvements on the survey within the right-of-way along the route depicted on the attached Exhibit "C".
 - Depict provided and/or visual easements, right-of-ways and encumbrances that affect the surveyed limits. Provided documents need to be provided before the commencement of the field work.
 - The vertical datum for the project will be based on the North American Vertical Datum of 1988 (NAVD88).
 - Provide spot elevations and one-foot (+/-) contours. The spot elevations upon which the contours are based will be indicated on the drawings. An interpolated one-foot contour line (+/- 6 inches) will also be plotted on the drawing. The spot elevations will extend approximately to the right-of-way boundaries, to the centerline of adjoining roads or to manmade or natural grade breaks, whichever is nearest to the limits.
 - Provide invert information of accessible storm water and sanitary sewer structures.
 - Locate trees of 6-inch diameter or larger as measured at approximately 4 feet above the ground. In areas of dense tree coverage, only the edge of the tree line will be depicted.
 - Pavement markings and roadway signage location with sign content.
 - Locate markings for underground utilities if depicted on the ground surface by the utility companies prior to the field survey.
 - The survey will be performed on D-size paper (22"x34") paper, unless otherwise instructed by the client before commencement of field work.
 - Provide an electronic signed and sealed copy of the survey for the above-referenced site. The survey(s) will be performed in accordance with standards of practice adopted by the State of Florida Department of Agriculture and Consumer Services.
2. **Geotechnical Evaluation:** Subcontract with Madrid to provide a geotechnical subsurface exploration and evaluation program as described in Exhibit "D".
3. **Construction Cost Estimate:** Prepare a preliminary Engineers Opinion of Probable cost.
4. **Site Plan:** From various discussions with the Client, prepare the preliminary site plan and provide to the Client for one (1) round of review and comment. Prepare a final engineered site plan based upon the Client's comments/direction, as deemed appropriate.
5. **Pre-Application Meetings:** Prepare and submit applications and supporting documents for the following review agencies. Attend one (1) pre-application meeting with each of the review agencies. A concerted effort to schedule the pre-application meetings concurrently will be made:
- Southwest Florida Water Management District (SWFWMD) – Environmental Resource Permit (ERP).
 - Florida Department of Transportation (FDOT) – Access Connection or General Use permits.
 - Polk County Right of Way Use Permit pre-application meeting/coordination.
6. **Civil Site Design & Construction Plans:** Prepare the civil engineering design documents, construction drawings, and construction specifications for the Project. This task will generally consist of the following components:
-



- Coordinate with utility providers by calling in a One Call Design Ticket to obtain a utility provider list. Send plans and coordinate with the providers to determine general location of existing utilities.
- Prepare construction plans for the on-site infrastructure, using the Client-approved final site plan. The construction plans will include the following:
 - Existing Conditions/Demolition plan
 - Horizontal geometry plan
 - Site grading and drainage
 - Erosion control plan
 - Details and notes
- Prepare construction plans for the proposed FDOT right of way modifications for submittal to FDOT.
- Prepare construction specifications for the civil site work elements of the Project. These specifications will be contained on the site work construction drawings.
- Attend up to four (4) project meetings with the Client at CSI's Lakeland office. Complete one (1) site visit prior to attending the pre-application meetings.

7. Site Work Permitting: Prepare and submit permit applications with supporting documents for the following:

- SWFWMD – Environmental Resource Permit (ERP) or Request for Verification of Exemption as appropriate.
- Florida Department of Transportation – Access Permit or General Use Permit as appropriate.
- Polk County – Coordination and right of way use permitting.
- National Pollutant Discharge Elimination System (NPDES) General Permit with a storm water pollution prevention plan to the FDEP.

Respond to one (1) round of review comments from each agency listed above to assist the Client in obtaining approvals. The Client shall be responsible for the payment of all permit-related fees for the Project.

8. Bid Services: Prepare bid documents and assist the City with bidding procedure to include:

- Produce Project Manual.
- Review bid packages.
- Letter of recommendation.
- Pre-construction conference.

9. Limited Construction & Certification Services:

- Review construction of on-site activities at critical intervals as deemed appropriate by CSI in order to determine that civil site work is proceeding in general accordance with the construction plans. Sufficient construction observation will be provided for CSI to prepare final engineering certifications at project completion for submission to the appropriate agencies. For the purposes of this Agreement, this Task includes one forty (40) hours on-site construction observation by a Senior Construction Representative. This assumes five (5) hours onsite per
-



week for eight (8) weeks of construction. Travel time is included in the 40 hours. Priority will be given to paving operations.

- Review contractor submittals and respond to contractor requests for information (RFI).
- Complete one (1) final site walk to compile outstanding items to be completed by the Contractor.
- Provide a punch list of identified outstanding items noted during the site walk.
- Based on signed/sealed as-built drawings provided by the Contractor's Professional Land Surveyor, prepare Record Drawings and Statement of Completion for submittal to:
 - SWFWMD
 - FDOT
 - Polk County

Examples of Services Not Included:

1. Specific services excluded from this Agreement include electrical design, site lighting design, landscaping and irrigation plans, easement descriptions, specifications (the necessary civil site work specifications will be contained on the site drawings as indicated above), cost estimates, construction surveying, as-built surveys, etc.
2. Davis Bacon interviews or wage rate determinations.
3. Environmental audits or reviews.
4. Landscape Architectural Services.
5. Excavation and/or location of underground improvements.
6. Payment of utility locate fees, if any, provided by the utility companies.
7. ALTA/ACSM surveys.
8. Archaeological study or cultural resource assessment.
9. Off-site road improvements.
10. Traffic signal design and permitting.
11. Design and permitting for future additions/developments.
12. Additional off-site surveying. Please note that the extent of the development area has not been fully established. Additional survey efforts may be necessary should the limits of the project area be expanded.
13. Structural design services.
14. Engineering redesign after approval of the civil site construction drawings by the Client.
15. Construction reviews except to the extent specified in the Scope-of-Services.
16. Ownership and Encumbrance report.
17. Design services for electrical, street lighting, gas and telephone utilities.
18. Appraisal or land acquisition services.
19. Payment of permit, review, or impact fees.
20. Research or verification of accuracy of any information provided by others.
21. Meetings, preparation of responses to comments or public hearings beyond those specifically mentioned in the above Scope-of-Services.
22. Any other services not expressly stated in the Scope-of-Services herein.

Assumptions: The Scope-of-Services and Compensation arrangement outlined in this Agreement are based on the following assumptions:



It is assumed that:

1. It is assumed that the Client will furnish CSI with all information as to its requirements including any special or extraordinary considerations for the Project, and to make available existing pertinent data.
2. It is assumed that the information required to complete CSI's services will be readily available.
3. It is assumed that the information provided by the Client and any third parties is accurate and can be relied upon by CSI.
4. It is assumed that no more than one (1) round of responses to each permitting agency will be required.
5. It is assumed that all meetings outlined in the Scope-of-Services, including review sessions, construction coordination meetings, etc., will be held at the Polk City city Hall.

Period of Service: Upon receipt of a duly executed copy of this Agreement, CSI will promptly initiate the services and we would expect to substantially complete our services within a mutually agreeable schedule.

Compensation: Our compensation for the Professional Engineering and Surveying Services delineated above will be based on a fixed fee arrangement, excluding reimbursable expenses, as summarized in the table below.

TASK	DESCRIPTION	FEE, \$
1	Survey	42,705
2	Geotechnical Evaluation	7,685
3	Construction Cost Estimate	2,690
4	Site Plan	4,770
5	Pre-Application Meetings	1,600
6	Civil Site Design & Construction Documents	29,355
7	Site Work Permitting	5,630
8	Bid Services	12,310
9	Limited Construction & Certification Services	11,275
10	Project Management & Administration	6,775
FIXED FEE (Excluding Reimbursable Expenses)		124,795

The Client and CSI agree that the individual tasks may be exceeded, provided the total fixed fee is not exceeded without the prior written authorization from the Client.

In addition, reimbursable expenses incurred in connection with the Project will be itemized and included separately in our monthly invoices at cost plus 15%. This might include such items as reproduction, travel and subsistence, long distance telephone/communication expense, computer time, etc.

We trust that this working arrangement is agreeable with you, and if so, would appreciate execution of this Letter-of-Agreement in the appropriate spaces provided below and the return of one executed copy of same to this office. This Agreement may be void if not executed within 30 days.



Sincerely,

CHASTAIN-SKILLMAN, INC.

Drew F. Morson, PE, CFM
Project Engineer

Enclosures:

- Agreement for Professional Services
- Exhibit A – Hourly Billing Rate Schedule
- Exhibit B – Project Overview
- Exhibit C – Survey Overview
- Exhibit D – Geotechnical Proposal





AGREEMENT FOR PROFESSIONAL SERVICES

Consultant: Chastain-Skillman, Inc. Client: City of Polk City
Address: 205 East Orange Street Suite #110 Address: 123 Broadway Boulevard SE
Error! No document variable supplied. Polk City, FL 33868
Date: 3/25/2022 Proposal No: DFM20.016
Project Name and Location: Polk City – N & S Citrus Grove Improvements

Description of the services to be provided

Survey and Engineering design work for Improvement of varous City roads

Compensation: Fixed Fee: \$ 124,795.00 OR Hourly Rate with Estimated Fee: \$ N/A

Payment Terms: Payment due in accordance with the Retainer/Billing/Payment section on the reverse of this form. The retainer will be applied to the final invoice.

Retainer (payable upon execution of this Agreement) \$ N/A

- 1. Performance of Services:** The Consultant shall perform the services outlined on the referenced proposal above, consideration of the stated fee and payment terms.
- 2. Additional Services:** For additional services not included above, the Consultant shall be compensated on an hourly rate basis at the current hourly rates in effect at the time of providing additional services.
- 3. Access to Site:** Unless otherwise stated, the Consultant will have access to the site for activities necessary for the performance of the services. The Consultant will take reasonable precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage and will not be responsible for such costs.
- 4. Scope of Services:** Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and nature of the services included in Consultant's proposal received by Client are adequate and sufficient for Client's intended purpose. Client shall communicate the provisions of this Agreement for Services to each and every third party to whom Client transmits any part of Consultant's work. Consultant shall have no duty or obligation to any third party greater than that set forth in Consultant's proposal, Client's acceptance thereof, and this Agreement for Services. The ordering of work from Consultant, or the reliance on any of Consultant's work, shall constitute acceptance of the terms of Consultant's proposal and this Agreement for Services, regardless of the terms of any subsequently issued document.



- 5. Retainer/Billing/Payment:** The Client agrees to pay the Consultant for all services performed and all costs incurred. Prior to the provision of services, the Client shall deposit a retainer as shown above with the Consultant. Invoices for the Consultant's services shall be submitted, at the Consultant's option, either upon completion of such services or on a monthly basis. Invoices shall be due and payable upon receipt. If any invoice is not paid within 15 days, the Consultant may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, suspend or terminate the performance of services. The retainer shall be credited on the final invoice. Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event any portion of an account remains unpaid 60 days after the billing, the Consultant may institute collection action and the Client shall pay all costs of collection, including reasonable attorneys' fees. The venue of legal proceedings shall be in Polk County, Florida. Upon default, the Consultant may suspend services under this agreement until all amounts due for services and expenses have been paid. In addition, the Client agrees that all monies due the Consultant are not contingent upon settlement of any claims or receipt of payment(s) by the Client from another source.
 - 6. Notice:** Within three (3) business days of discovery, the Client shall report to the Consultant any defects or suspected defects in the Consultant's work or services of which the Client becomes aware, so that the Consultant may take measures to minimize the consequences of such a defect. The Client warrants that it will impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontracts at any level to contain a like requirement. Failure by the Client, or the Client's contractors or subcontractors to notify the Consultant, shall relieve the Consultant of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given.
 - 7. Indemnification:** The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Consultant, his or her officers, directors, employees, agents, and subconsultants from and against all damage, liability, and cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the negligence or willful misconduct of the Consultant.
 - 8. Waiver:** In addition, the Client agrees, to the maximum extent permitted by law, to waive any claims against the Consultant arising out of the performance of emergency services, except for the negligence or willful misconduct of the Consultant.
 - 9. Information for the Sole Use and Benefit of the Client:** All opinions and conclusions of the Consultant, whether written or oral, and any plans, specifications, and other documents and services provided by the Consultant are for the sole use and benefit of the Client and are not to be provided to any other person or entity without the prior written consent of the Consultant. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against either the Consultant or the Client.
 - 10. Project Reference and Signage:** Upon commencement of the services delineated in this Agreement, the Client agrees that the Consultant may use and publish the Client's name and give a general description of the services provided by the Consultant for the purpose of informing other clients and potential clients of the Consultant's experience and qualifications. In addition, the Client grants permission for the Consultant to place the Consultant's project sign on the Client's property from the execution date of this Agreement through completion of the Consultant's services.
-



11. **Force Majeure:** Neither party to this Agreement will be liable to the other party for delays in performing the services, nor for the direct or indirect cost resulting from such delays, that may result from labor strikes, riots, war, acts of governmental authorities, extraordinary weather conditions, epidemics, pandemics, or other natural catastrophes, or any other cause beyond the reasonable control or contemplation of either party.
 12. **Consequential Damages:** Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Consultant, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
 13. **Certifications, Guarantees, and Warranties:** The Consultant shall not be required to execute any document that would result in the Consultant certifying, guaranteeing, or warranting the existence of any conditions.
 14. **Limitation of Liability:** In recognition of the relative risks, rewards, and benefits of the project to both the Client and the Consultant, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Consultant's total liability to the Client for any and all injuries, damages, claims, losses, expenses or claim expenses arising out of this Agreement from any cause or causes, shall not exceed the greater of 75,000 or the total fee paid by the Client to the Consultant. Such causes include, but are not limited to, the Consultant's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.
 15. **Ownership of Documents:** All documents produced by the Consultant under this Agreement are instruments of the Consultant's professional service and shall remain the property of the Consultant and may not be used by the Client for any other purpose without the prior written consent of the Consultant.
 16. **Dispute Resolution:** Any claims or disputes between the Client and the Consultant arising out of the services to be provided by the Consultant or out of this Agreement shall be submitted to nonbinding mediation. The parties agree that conducting nonbinding mediation is a condition precedent to either party commencing or initiating a legal action and/or arbitration. The Client and the Consultant agree to include a similar mediation agreement with all contractors, subconsultants, subcontractors, suppliers, and fabricators, providing for mediation as the primary method for dispute resolution among all parties.
 17. **Venue and Jurisdiction:** The parties agree that the exclusive venue and jurisdiction for any legal action (or arbitration proceeding) or dispute arising out of this Agreement shall be in Polk County, Florida. The laws, statutes, and rules for the State of Florida shall govern any such action or proceeding.
 18. **Termination of Services:**

For Cause – In the event of a material breach of this Agreement, the Party not breaching the Agreement may upon five (5) business days written notice delivered or mailed to the other party, which notice must identify the material breach. The Agreement may not be terminated for cause if the breaching party cures the breach within five (5) business days of receipt of the written notice. In the event of termination for any cause, the Consultant shall stop work on all Services included in this Agreement and deliver any instruments of service complete at that time to Client and Client shall pay the Consultant for all services rendered to the date of termination, and all reimbursable expenses incurred prior to termination and reasonable termination expenses incurred as the result of the termination within 30 days. Upon Termination for Cause, Consultant and Client shall have no further rights or remedies other than those included in this paragraph.
-



For Convenience – Upon written notice, Client or Consultant may terminate the performance of any further Services included in the Agreement if the terminating party determines termination is in the terminating party's interest. Upon receipt of a termination notice by either party, Consultant shall stop work on all services included in this Agreement and deliver any Instruments of Service complete at that time to Client and Client shall pay Consultant within thirty (30) days for all Services performed up to the dispatch or receipt of the termination notice. Upon Termination for Convenience, Consultant and Client shall have no further rights or remedies other than those included in this paragraph.

- 19. Unforeseen Conditions or Occurrences:** If, during the performance of Services, any unforeseen hazardous substances, material, element or constituent or other unforeseen conditions or occurrences are encountered which, in Consultant's judgment, significantly affects or may affect the Services, the risk involved in providing the Services, or the recommended Scope of Services, Consultant will promptly notify Client. Subsequent to that notification, Consultant may: a) If practicable, in Consultant's judgment and with approval of Client, complete the original Scope of Services in accordance with the procedures originally intended in the Proposal; b) Agree with Client to modify the Scope of Services and the estimate of charges to include the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated into the Agreement; or c) Terminate the Services effective on the date of notification pursuant to the terms of TERMINATION FOR CONVENIENCE. Client is responsible for reporting any releases of hazardous substances to appropriate government agencies as required by law. Client acknowledges that Consultant also may have reporting obligations under controlling law and regulations. Client waives any claim against Consultant and will indemnify and hold Consultant harmless from any claim, injury, or loss arising from the discovery of unforeseen hazardous substances.
- 20. Insurance:** Consultant shall maintain at its own expense, during the term of this Agreement, the following insurance: 1) Worker's Compensation providing statutory coverages required by the state where services are provided, 2) Employer's Liability with limits of \$1,000,000 each accident, 3) Commercial General Liability with limits of \$1,000,000 each occurrence/\$2,000,000 aggregate, 4) Commercial Automobile with limits of \$1,000,000 each accident, 5) Umbrella Excess Liability with limits of \$5,000,000 each occurrence and 6) Professional Liability with limits of \$3,000,000 each claim.
- 21. Time Bar:** Notwithstanding applicable state statute of repose or statute of limitation, the Parties agree that all legal actions by either party against the other concerning this Agreement or the work performed in relation to this Agreement, will become barred two (2) years from the time the party knew or should have known of the claim, or two (2) years after completion of Consultants services, whichever occurs earlier
- 22. Entire Agreement:** This Agreement supersedes all other agreements, oral or written, and contains the entire agreement of the parties. No cancellation, modification, amendment, deletion, addition, waiver, or other change to the terms of this Agreement shall have effect unless specifically set forth in writing signed by the party to be bound thereby. In the event a Purchase Order is issued for the Services outlined in this Agreement, the terms of this Agreement shall take precedence over and control any preprinted terms and conditions of the Purchase Order. Furthermore, it is understood that any terms and conditions of the Purchase Order not explicitly addressed in this Agreement do not apply, are deemed to be stricken, and neither party shall be bound thereto.
-



Exhibit A
CHASTAIN SKILLMAN, INC. STANDARD HOURLY BILL RATE SCHEDULE
GOOD THROUGH DECEMBER 31, 2022

<u>Job Classification</u>	<u>Hourly Rate</u>		
Principal/Program Manager	\$ 240	to	\$ 290
Senior Consultant	\$ 220	to	\$ 250
Department Director	\$ 180	to	\$ 250
Sr Project Manager	\$ 180	to	\$ 215
Sr Project Engineer/Professional	\$ 135	to	\$ 190
Project Manager	\$ 155	to	\$ 185
Project Engineer/Professional	\$ 140	to	\$ 170
Assistant Project Manager	\$ 120	to	\$ 145
Engineer / Professional IV	\$ 110	to	\$ 140
Engineer / Professional III	\$ 110	to	\$ 135
Engineer / Professional II	\$ 105	to	\$ 125
Engineer / Professional I	\$ 95	to	\$ 105
GIS Database Manager/Programmer	\$ 150	to	\$ 165
GIS Analyst	\$ 120	to	\$ 130
Project Coordinator II	\$ 95	to	\$ 120
Project Coordinator I	\$ 65	to	\$ 80
Intern	\$ 65	to	\$ 80
Sr Construction Representative	\$ 115	to	\$ 125
Construction Representative	\$ 105	to	\$ 120



Exhibit A – Page 2
CHASTAIN SKILLMAN, INC. STANDARD HOURLY BILL RATE SCHEDULE
GOOD THROUGH DECEMBER 31, 2022

Job Classification	Hourly Rate		
CAD Manager	\$ 140	to	\$ 160
Sr CAD Designer	\$ 100	to	\$ 135
CAD Designer	\$ 95	to	\$ 105
Survey Director	\$ 190	to	\$ 210
Sr Project Manager (Survey)	\$ 175	to	\$ 205
Project Manager (Survey)	\$ 150	to	\$ 175
Assistant Project Manager (Survey)	\$ 90	to	\$ 115
3 Man Survey Crew	\$ 145	to	\$ 190
2 Man Survey Crew	\$ 135	to	\$ 175
1 Man Survey Crew	\$ 115	to	\$ 140

**Reimbursable expenses are billed at cost plus 15%
Mileage Rates are equal to the current IRS rates
Per diem rates are equal to the current US GSA Rates*



Client Accounts Payable Information

Contact Information

Company Name:	
Company Address:	
AP Department Phone No. & Contact:	
AP Department Email:	

Project Point of Contact

Project Manager (Client):	
Project Manager Phone No.:	
Project Manager Email:	

Invoicing

Delivery Method:

Email to: _____

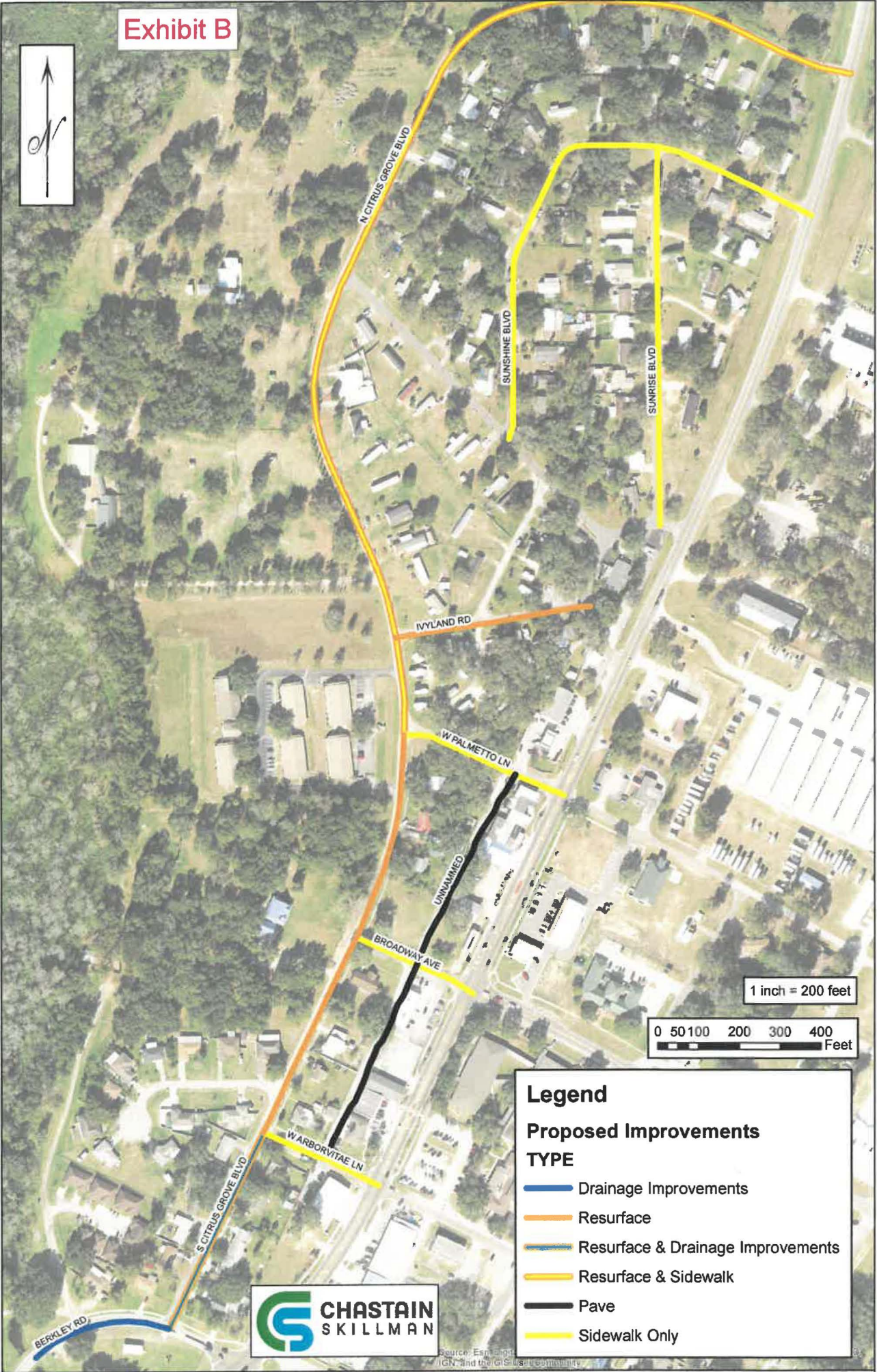
Mail to: _____

Attn: _____

Special Request*:

*Please note while we try to accommodate all requests some can simply not be met due to software limitations. If we have questions or need more information, we will reach out to you within two business days of receiving this form with a signed agreement. *

Exhibit B



1 inch = 200 feet



Legend

Proposed Improvements

TYPE

- Drainage Improvements
- Resurface
- Resurface & Drainage Improvements
- Resurface & Sidewalk
- Pave
- Sidewalk Only



Source: Esri, DeLorme, NAVTEQ, IGN, and the GIS User Community

Exhibit C



Source: Esri, DigitalGlobe, GeoEye, Earthstar (United States), CNES/Airbus DS, USDA, AeroGRID, IGN, and the GIS User Community

MADRID ENGINEERING GROUP, INC.

2030 State Road 60 E
Bartow FL 33830-4268

Ph: (863) 533-9007
Fax: (863) 533-8997



Exhibit D

Cost Estimate Proposal

Attention:	Mr. Drew Morson	Date Estimated:	September 2, 2020-rev Feb 2022
Client:	Chastain Skillman	Estimated By:	Thomas B. Anyintuo/JED
Phone:	863-646-1402 x 1619	Proposal No.:	14526
Email:	dmorson@chastainskillman.com	Project:	Citrus Grove Blvd Geotech
		Location:	Polk City, FL

Madrid Engineering Group, Inc., dba Madrid CPWG (Madrid) has been requested to provide an estimate for a geotechnical exploration and pavement coring for proposed roadway repair project along Citrus Grove Blvd, Ivyland Rd, and an Unnamed Alley in Polk City, Florida. The purpose of the exploration is to collect pavement condition and subsurface soil information in order to provide data and geotechnical recommendations for the proposed design and construction. Madrid understands there is concern regarding pavement settlement at a spot along Citrus Grove Blvd (Specific location not known at this time). A final report with a summary of the exploration including a discussion of subsurface conditions, boring profiles, laboratory test results, and geotechnical evaluation with general geotechnical recommendations will be provided. Madrid proposes the following scope of work:

Scope of Work:

- Site reconnaissance and stake/ white paint borings;
- Utility locates via Sunshine One Call (required 3 days prior to the field work);
- Mobilization to the site;
- Maintenance of Traffic (MOT) while working in roadways, including some flagging, signs and cones as needed;
- One (1) SPT boring to a depth of 10 feet at the location of settlement concern;
- Six (6) pavement cores with base along Citrus Grove Blvd;
- One (1) pavement core on Ivyland Road;
- Three (3) hand auger borings to a maximum depth of 5 feet (or 1 foot below water table) at the base of every other core along Citrus Grove Blvd;
- Two (2) hand auger borings to a maximum depth of 5 feet along the Unnamed Alley;
- One (1) hand auger boring to a maximum depth of 5 feet at the base of the core on Ivyland Road;
- Review of reported seasonal high water table (SHWT) and soil map unit from NRCS Soil Survey;
- Classification and laboratory testing (as needed) on soils from the borings will be performed ;
- Provide two (2) original hard copies of the report (if needed) signed and sealed by a registered professional geotechnical engineer and a PDF copy which will include:
 - A brief summary of NRCS soil survey including published seasonal high groundwater data
 - Summary of laboratory testing
 - Soil characterization including boring logs/profiles
 - Pavement Core Photo Log and Table of Pavement layer Thicknesses
 - CAD Figures
 - General geotechnical recommendations for flexible pavement section.
 - General earthwork recommendations, including fill and compaction requirements

Services Not Included in Scope of Work

- Survey of boring locations by Madrid
- Delineation of any deleterious materials encountered
- Construction Documents and Specifications
- Design/engineering services other than those described herein
- Evaluation of subsurface conditions in other areas of the site other than those described herein
- Construction monitoring (QA/QC) or materials testing (CMT)
- Evaluation of sinkhole activity

Lump Sum: \$7,130.00

Madrid requests an AutoCAD drawing of the site plans including topography, if available. The proposal assumes site access with standard two-wheel drive equipment and no clearing or permits are required to complete the field work. Borings/Cores will be located by handheld GPS. This proposal is valid for 90 days from the date estimated. Project will be billed Lump Sum by task, based on the scope provided. If the contract requires a Waiver of Subrogation, Client agrees to pay direct expense associated with getting such a waiver. We anticipate beginning the field work approximately 2 weeks after receiving the authorization to proceed and field services will take 1 to 2 days to complete. The final report summarizing our findings will be complete approximately 3 weeks following completion of the field work. No additional work shall be completed without the client's prior approval. Should any additional work be required (such as additional drilling depth or delineation of deleterious materials based on findings), it will be billed at our standard unit rates.

Please refer to Madrid project number 14526 on all correspondence. If this proposal meets your approval, please sign in the space provided for Authorization to Proceed or provide a Purchase/Task Order and email a copy to our office. Should you have any questions or comments, please feel free to contact us.

Madrid Engineering Group, Inc.



John Delashaw, PE
Principal

AUTHORIZATION TO PROCEED

Signature

Date

**City Commission Meeting
April 18, 2022**

**AGENDA ITEM #3: **CIVILSURV PROFESSIONAL SERVICES PROPOSAL FOR
THE LANDINGS AT MT. OLIVE – PHASE I CONSTRUCTION
INSPECTION****

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

CivilSurv is submitting a proposal for Professional Engineering Services associated with construction inspection at the Landing at Mt. Olive Phase I Project.

ATTACHMENT:

CivilSurv Proposal Letter

ANALYSIS:

Construction for the Project is anticipated to begin in the second quarter of 2022. CivilSurv will act as the Polk City’s consulting engineer during the construction of infrastructure that will later be transferred to Polk City at the completion of construction. CivilSurv will perform limited construction inspection services throughout the anticipated construction duration of 6 months from the date of the preconstruction meeting to the date of final inspection.

This task consists of overall management of the Project including contract administration, budget management, invoicing, monthly progress reporting, scheduling, and coordination with Polk City.

CivilSurv will attend one preconstruction meeting with the Applicant, Construction Contractor, Engineer of Record, and City Staff. The meeting will serve to establish communication protocol for the duration of the Project, review the construction schedule, and address questions regarding engineering inspection requirements for the Project. A summary of the meeting will be provided to Polk City and the Applicant.

The Scope of Services will be performed on a time and materials basis in accordance with the previously approved fee schedule. The estimated budget for the Project is \$99,840. The services rendered will be a pass-through to the Developer for reimbursement to Polk City.

STAFF RECOMMENDATION:

Approve the proposal for Engineering Services with CivilSurv in the amount of \$99,840.

March 28, 2022

Ms. Patricia Jackson
City Manager
Polk City
123 Broadway Boulevard SW
Polk City, Florida 33868
patricia.jackson@mypolkcity.org

**RE: Professional Engineering Services Proposal
The Landings at Mt. Olive – Phase 1
Construction Inspection
CivilSurv File: 354001005**

Ms. Jackson:

CivilSurv Design Group, Inc. (CivilSurv) is pleased to submit this proposal to Polk City (City) for Professional Engineering Services associated with construction inspection at The Landings at Mt. Olive – Phase 1 (Project). This proposal provides an overview of the services to be provided by CivilSurv.

PROJECT DESCRIPTION

The Applicant for The Landings at Mt. Olive residential development has received conditional approval to proceed with construction. The Project is located within Section 5, Township 27 South, Range 25 East. The Project is proposed to be constructed in phases with the initial phase consisting of: 135 single family residential lots, 1 clubhouse area, approximately 3,800-feet of roadway, 5 stormwater ponds, 56 drainage structures, approximately 3,500-feet of drainage pipe, 15 wastewater manholes, 3,600-feet of wastewater gravity sewer, 1 wastewater lift station, approximately 800-feet of wastewater force main, and approximately 3,800-feet of potable water main. Ownership of these infrastructure improvements will be transferred to the City upon completion of the project. Construction inspection services are proposed to observe the construction activities for compliance with the approved construction plans and specifications. Mt. Olive Road is a Polk County maintained facility. Improvements to Mt. Olive Road for the addition of turn lanes, etc. will be inspected by Polk County.

SCOPE OF SERVICES

Construction for the Project is anticipated to begin in the second quarter of 2022. CivilSurv will act as the City's consulting engineer during the construction of infrastructure that will later be transferred to the City at the completion of construction. CivilSurv will perform limited construction inspection services throughout the anticipated construction duration of 6 months from the date of the preconstruction meeting to the date of final inspection.

www.CivilSurv.com
Small Business Enterprise



It is understood the City has adopted the Polk County Land Development Division’s Site Construction standards for development within the City. Site construction standards for development are outlined in Appendix A, Section A402 through A406 of the Polk County Land Development Code.

This task consists of overall management of the Project including contract administration, budget management, invoicing, monthly progress reporting, scheduling, and coordination with the City.

Preconstruction Meeting

CivilSurv will attend one preconstruction meeting with the Applicant, Construction Contractor, Engineer of Record, and City Staff. The meeting will serve to establish communication protocol for the duration of the Project, review the construction schedule, and address questions regarding engineering inspection requirements for the Project. A summary of the meeting will be provided to the City and the Applicant.

Submittal Reviews

CivilSurv will review submittals, as submitted by the Construction Contractor, for items related to the public infrastructure civil improvements. CivilSurv’s review of the submittals does not relieve the Applicant from meeting the requirements of the City’s Land Development Code and / or approved construction plans.

Inspection and Testing

CivilSurv will require the Construction Contractor to provide notification at least 48-hours prior to clearing and grubbing, installation of silt fence, and any testing of materials. CivilSurv will observe material tests performed by the applicant’s testing company. CivilSurv’s scope of services does not include any materials testing services. In the event CivilSurv cannot be onsite during a material test due to scheduling conflicts, a field copy of the test shall be provided to CivilSurv by the Construction Contractor. Certified copies of all final test reports shall be submitted to CivilSurv by the Construction Contractor prior to final approval of the constructed site improvements.

Based on the scope of the Project, the following tests are anticipated to be performed by the Applicant’s testing company and observed by CivilSurv:

INFRASTRUCTURE	TESTING
Asphalt Pavement	Subgrade Density Base Density Asphalt Density
Sidewalk	Material Quality
Storm Sewer	Pipe Trench Density CCTV
Potable Water	Pipe Trench Density Pressure & Leakage Bacteriological Test

INFRASTRUCTURE	TESTING
Wastewater (Gravity)	Pipe Trench Density Leakage Testing CCTV Mandrel Test Manhole Vacuum Test
Wastewater (Pressure)	Lift Station Startup Force Main Pipe Trench Density Force Main Pressure & Leakage
Landscaping	Quantity & Size Verification

CivilSurv will inspect the construction site for compliance with the approved construction plans and the National Pollution Discharge Elimination System (NPDES) permit. With respect to the NPDES permit, the Applicant is responsible for all daily and post-rainfall event inspections and reporting to satisfy permit requirements.

Biweekly Progress Updates

CivilSurv will participate in biweekly progress updates with City Staff during the construction of the project via teleconference. A summary of the progress update discussion will be provided to the City.

Pre-Final (Substantial Completion) & Final Inspection

CivilSurv will conduct one Pre-Final (Substantial Completion) inspection upon receipt of notification from the Construction Contractor that the Project has been completed.

CivilSurv will generate a punch list of any items that need to be addressed prior to final approval. Upon notification from the Construction Contractor that all punch list items have been completed, CivilSurv will attend one final inspection and provide a summary of the meeting to the City.

Certification Review

CivilSurv will review the Engineer of Record’s certification statement and the as-built survey, as provided by the Applicant. CivilSurv will provide a written summary of the certification review to the City. CivilSurv will not be providing any certifications for the Project.

Deliverables

CivilSurv will prepare the following deliverables for the Project:

- Construction Inspection Reports;
- Preconstruction Meeting Summary;
- Biweekly Progress Update Summaries;
- Pre-Final (Substantial Completion) Inspection Summary;
- Final Inspection Summary; and
- Summary of Certification Review.

BUDGET

The Scope of Services will be performed on a time & materials basis in accordance with the previously approved fee schedule. The estimated budget for the Project is \$99,840.

The estimated budget is based on an estimate of up to 40 hours per week of the construction inspector's time and an average of 4 hours per week of engineering and office support time for the duration of the anticipated 6 month construction schedule.

SCHEDULE

The anticipated construction schedule is 6 months from the preconstruction meeting to final inspection. The actual construction schedule is dependent on the Applicant and the Construction Contractor's schedule.

PROJECT UNDERSTANDING

The following services can be provided by CivilSurv, if needed, but are not included in this proposal:

- Inspections outside of standard business hours (8:00 am to 5:00 pm on Monday through Friday).
- Additional services due to an extension to the anticipated construction schedule.
- Failed tests and subsequent retesting may require an adjustment to the proposed budget.
- Meetings not specifically described in the Scope of Services.

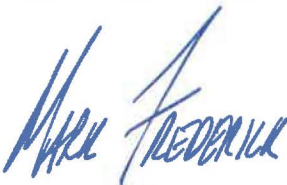
CLOSING

This proposal is valid for a period of 30 days. Terms and conditions of the "Continuing Consulting Services Agreement" between Polk City and CivilSurv Design Group, Inc., dated March 21, 2022, are incorporated by reference.

We appreciate this opportunity to work with Polk City. If you have any questions, please do not hesitate to contact us at 863-646-4771.

Respectfully submitted,

CIVILSURV DESIGN GROUP, INC.



Mark J. Frederick, PE, CFM, ENV SP, PMP
Vice President of Civil Engineering

**City Commission Meeting
April 18, 2022**

AGENDA ITEM #4: Purchase of Bypass Pump (Lift Stations)

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

The Polk City Public Works / Utilities Department has the requirement for a bypass pump that can be used at any of the 13 Sewer Lift Stations throughout the City in the event there is any issue preventing the Lift Station to operate properly or completely fail.

ATTACHMENT:

PW/UT Director Memo to City Manager

ANALYSIS:

When there is a Lift Station operation failure that causes normal operating procedure to cease, the use of a bypass pump facilitates continued operation of all sewer services while simultaneously performing the repairs needed to get the Lift Station back online.

Additionally, when a Lift Station does require repairs due to equipment failures, if a bypass pump is not available, then it must either be rented or the Lift Station is taken offline and will significantly impact sewer operations.

In the last 10 weeks, this pump could have been used to perform the following repairs and avoided cost associated with the repairs: \$30,745.00

- Brooks Lane L/S repair (R&M): \$7,500.00
- Voyles Loop Electrical (Alternator) Issues (2-14 APR 22): \$2,345.00
- WWTP Contact Chamber Drain: \$12,000.00
- WWTP Digester Drain: \$8,900.00

Three quotes were received: Mersino Pumps - \$39,854.74, Thompson Pumps - \$39,797.00 and HCP Pumps America - \$49,021.88

STAFF RECOMMENDATION:

Approve the purchase of a trailer mounted bypass pump from Mersino Pumps in the amount of **\$39,854.74.**



Polk City
123 Broadway Blvd.
Polk City, Florida 33868
Telephone 863-984-1375
Fax 863-984-2334
www.mypolkcity.org

April 13, 2022

TO: Patricia Jackson, City Manager
FROM: Keith J. McVeigh, Public Works / Utilities Director

SUBJECT: Bypass Pump Purchase Authorization Request

The Polk City Public Works / Utilities Department has the requirement for a bypass pump that can be used at any of the 13 Sewer Lift Stations throughout the City in the event there is any issue preventing the Lift Station to operate properly or completely fail.

When there is a Lift Station operation failure that causes normal operating procedure to cease, the use of a bypass pump facilitates continued operation of all sewer services while simultaneously performing the repairs needed to get the Lift Station back online.

Additionally, when a Lift Station does require repairs due to equipment failures, if a bypass pump is not available, then it must either be rented or the Lift Station is taken offline and will significantly impact sewer operations.

COST: \$39,854.74

Recommendation: Purchase trailer mounted bypass pump from Mersino Pumps located on SR33, Lakeland, Florida.

The POC for this action is the undersigned at 863-984-1375, Ext 302 or keith.mcveigh@mypolkcity.org.

Respectfully,

Keith J. McVeigh,
Public Works / Utilities Director

KEITH J. MCVEIGH
PUBLIC WORKS / UTILITIES DIRECTOR

18 APR 22

BYPASS PUMP DECISION BRIEF

EQUIPMENT REQUIREMENT

- Bypass Pump for use at lift stations and other locations when there are power failures, electric circuit issues, mechanical failures (pumps), or other issues that may cause lift station to cease operations. Additional uses as well in Sewer & Water Sections.
- Justification:
 - Approved in FY2021/2022 Budget (\$40,000 G/L 05-535-640)
 - Can be used at all lift stations (13 total)
 - Pumps constantly “RAGGING UP” causing failures, breaks and alarms
 - Continued electrical panel issues due to non-uniform installation/repair
 - Prevents from having to shut down lift station, (Bypass Flow)
 - In the last 4 weeks we could have used this pump 3 times
 - Brooks Lane L/S repair (R&M)
 - Voyles Loop Electrical (Alternator) Issues (2-14 APR 22)
 - WWTP Contact Chamber Drain
 - WWTP Digester Drain
 - Future Requirements:
 - Scheduled and unscheduled Maintenance/Repairs @ L/S
 - Drain & Clean @ L/S
 - Water breaks/Flooding
 - WWTP Uses:
 - Retention Pond
 - Digester
 - A/B Chambers
 - Clarifier
 - Discussion Point: Consider installing Stationary Bypass Pumps vs Power Generators at Lift Stations (Existing and Future)



L/S 13 (FOUNTAIN PARK) & L/S 2 (VILLAS)



PURCHASE OPTIONS (1)



863.984.0439
www.mersino.com

Sales Agreement

Project #: 46634
Project Name FSA Quote for Utilities

Account Manager: Jed Church
Phone #: 813-625-7332

Customer Account #: 26677
Company Name: Polk City Utilities
Address: 123 Broadway Blvd SE
City, State ZIP: POLK CITY, FL 33868
Phone #: (352) 321-2743

Ship To Address
Address: 9835 SR33N
City, State: Polk City, FL
Attention: Rick Jiles
Phone #: 352-321-2743

Today's Date: 03/21/22
Est Delivery Date: 06/01/22

Item	Description	Qty	Price	Total
6GSTAPIKT4T10P	6" GLOBAL STANDARD TRASH AUTOMATIC PRIMING PUMPSET TO 28' BY UTILIZATION OF VENTURI / COMPRESSOR COMBINATION SYSTEM, CAST IRON PUMP END, POWERED BY A TIER 4, V3800R174T4 - 74 HP KUBOTA TRAILER MOUNTED / OPEN UNIT <u>Base Bid for FSA20-EQU/18.0 Heavy Equipment - 6" Mobile Pump Package</u>	1	\$44,788.00	\$44,788.00
4GHTAPICT4T10P	4" GLOBAL HIGH-PERFORMANCE TRASH AUTOMATIC PRIMING PUMPSET TO 28' BY UTILIZATION OF VENTURI / COMPRESSOR COMBINATION SYSTEM, CAST IRON PUMP END, POWERED BY A TIER 4, C1.7 40 HP CAT ENGINE, TRAILER MOUNTED / OPEN UNIT <u>Optional Base Bid Deduct for Specified Item</u>	1	-\$7,296.58	-\$7,296.58
4GHTAPICT4T15G	4" GLOBAL HIGH-PERFORMANCE TRASH AUTOMATIC PRIMING PUMPSET TO 28' BY UTILIZATION OF VENTURI / COMPRESSOR COMBINATION SYSTEM, CAST IRON PUMP END, POWERED BY A TIER 4, C1.7 40 HP CAT ENGINE, TRAILER MOUNTED / SOUNDGUARD UNIT <u>Optional Base Bid Adder for Specified Item</u>	1	\$4,892.03	\$4,892.03
855N100000208	4" x 20' OD CRIMPED SUCT HOSE <u>Optional Specified Item</u>	5	\$374.91	\$1,874.55
346232000000	SOLAR PANEL, BATTERY MAINTAINER, 20 WATT, 8 AMP, WITH WATERPROOF CHARGE CONTROLLER, 8FT HARNESS, ZAMP MODEL ST-20W-8A <u>Optional Non-Specified Item</u>	1	\$376.47	\$376.47
601397000050	FLOAT ASSEMBLY, START/STOP, INCLUDES TWO 50' N/O FLOATS <u>Optional Specified Item</u>	1	\$217.00	\$217.00
UNIT TOTAL A	SALE TOTAL FOR 6" OPEN TRAILER MOUNTED UNIT WITH ALL ACCESSORIES LISTED ABOVE			\$20,304.74
OPTION B	SALE TOTAL FOR 4"GT SOUNDGUARD TRAILER MOUNTED UNIT WITH ALL ACCESSORIES LISTED ABOVE			\$52,043.35
	<u>No Transport Costs Per FSA Contract</u>			



PURCHASE OPTIONS (2)



FSA AWARDED CONTRACT
fisheriffs.org | 850-877-2165
cppe@fisheriffs.org

Municipal Sales
4620 City Center Dr., Port Orange, FL, USA 32119
(800) 767-7310 • Fax: (386) 761-0362
tguerra@thompsonpump.com

Price Quote

FSA20-EQU18.0-Heavy Equipment Group, Item 276, TERM#2

Description	Order Codes	Qty	FSA	Subtotal
6JSC	Vehicle			
Zone:	Central			
Base Price:		1	\$ 41,269.00	\$ 41,269.00
Base Model includes: TPM standard (auto start/stop control panel with floats/ tachometer/hour meter/engine safety shut down), battery charger, spare tire, electric brakes, light package, trailer, and 24 month warranty				
Delete Options:				
<< Delete option – Down grade pump from 6JSC to 4JSC- with FT4 engine trailer mounted	4JSC-FT4	1	(\$ 1,943.00)	(\$ 1,943.00)
Non specified delete options:				
Add Options:				
<<ADD Option- Upgrade pumping system with on-board 115VAC-powered battery charging system	Battery Charger	1	\$ 471.00	\$ 471.00
Final Model: 4JSCM-DIST-4LEZT-M			Total	\$ 39,797.00



PURCHASE OPTIONS (3)



Quote

Date	Quote #
3/18/22	PC-031822-C1

Quoted To:
City of Polk City

Ship To
City Of Polk City

Qty.	Availability	Description	Price Each	Amount
1	In Stock	HCP 4" Diesel Bypass Pump Trailer Mounted 46 HP Deutz Tier 4 Diesel Motor, 4" Pump With Vacuum Assist, 4" ANSI Suction Flange, 4" ANSI Discharge Flange, 3" Solids Passage, PC 750 Controller (auto run capable with floats) Complete Sound Enclosure with Lockable Doors, 93 Gallon Integrated Fuel Tank, DOT Trailer, LED Lights, Trailer Leveling Jacks, Trailer Breaks, Epoxy Painted.	\$ 47,171.88	\$ 47,171.88
1		Floats for Auto Run Operation	\$ 350.00	\$ 350.00
1		ESTIMATED shipping to Polk City, IA	\$ 1,500.00	\$ 1,500.00
1		2 Hour Training Included In The Purchase Of Unit.		

Thank you for allowing us to quote you on your pumping needs. This quote will be valid for 30 days. Please add 3% if paying with credit card and 4% if card is AMEX.

Quote does not include shipping unless specified

Total \$ 49,021.88

Phone #	727-515-6129	Web Site	WWW.CPEQUIP.NET
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QUESTIONS?

APPROVAL REQUESTED

**City Commission Meeting
April 18, 2022**

CITY MANAGER ITEM: Bank Account Signer

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

A new bank account signer will need to be designated

ATTACHMENTS: N/A

ANALYSIS:

City Manager Jackson will facilitate discussion on this item.

STAFF RECOMMENDATION:

Designate a signer