

**MEMORANDUM**

TO: JESUS MEREJO, ICMA-CM – CITY MANAGER

THRU: KEVIN MATYJASZEK – UTILITY SYSTEMS DIRECTOR AND  
SPECIAL ASSISTANT TO THE CITY MANAGER

FROM: COLT SCHWERDT, P.E. – PUBLIC WORKS DIRECTOR & CITY ENGINEER

DATE: April 1, 2026

SUBJECT: SUBSTANTIAL COMPLETION INSPECTIONS FOR ROADWAY TURNOVER –  
SOUTHERN GROVE PLAT NO. 40 – SW TOM MACKIE BOULEVARD (P21-263)

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City Council and Public Works Department received a letter and turn-over package dated March 11, 2026 from Jayson R. Harrison, P.E. of Haley Ward, Inc. The turnover package included stormwater pipe inspection reports, record drawings, approved final plat, certification of completion and conformance with approved plans from the Engineer of Record.

**Construction Inspection Status:** Prior to the roadway turnover request, SW Tom Mackie Boulevard had a final inspection conducted and a punch list of items was created. A follow up final inspection was conducted on November 13, 2025 at which point all punch list items were confirmed as satisfied. Public Works Traffic Division completed inspection on February 17, 2026 and created a small punch list that was corrected by the developer and found to be satisfied since then.

Should you have any questions or need further information, please do not hesitate to contact me at ext. 4363 or Diana Spriggs at ext. 7644.

cs/cc  
Enclosure

Cc: Richard Berrios – City Attorney  
Diana Spriggs, P.E. – Assistant Public Works Director  
John Dunton – Deputy Director of Public Works  
Clyde Cuffy, P.E. – Regulatory Division Director  
John Kwasnicki – Inspections Manager  
File – P21-263