

Public Works/Utilities Report

03 - 10 April 2022

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

1. Public Works/Utilities Director (Keith)

- a. Conducted a review of the FY23/24 Public Works / Utilities Department Budget with all employees on 08 APR 22 to get their input, ensure all employees are part of process, and understand the budget.
- b. Completed all (4) Utilities Employee 30 Day Initial Assessments. Employees know and understand what is expected and where they currently stand in reference to their performance. All assessments were very harmonious, with all employees agreeing and signing documentation.

2. Admin, Logistics & Operations (Jasmyn)

- a. Processed 12 AP's and 1 PO.
- b. Contacted Ferguson regarding outstanding and incorrect invoice/credits.
- c. Dispersed 42 work orders.
- d. Contacted CULP regarding credit card application and sent to Joanna. CULP is providing the material for covering the chairs in the Bronson Community Center.
- e. Coordinated with LSCI for Confined Space training for all PW/U employees on 28 APR 22.
- f. Contacted Safety Products regarding ETA on equipment required for Confined Space training
- g. Continued improving the PW/U Dept key control log.
- h. Contacted Septic Solutions for an invoice description/gallon pumped from WWTP digester.
- i. Ordered tablet supplies for employee work trucks (Mounting brackets & mouse that enables tablet to be installed in truck and employees work directly off it like a computer.
- j. Ordered replacement fuel gauges for generators.
- k. Contacted Ferguson to for ETA on brass ordered several weeks ago. There are nationwide back orders of brass. Brass is needed to restock water repair supplies.
- l. Received training on the zero turn mower operations and then assisted cutting the SR33 old spray fields.
- m. Met with customer at Activity Center (Davis Baby Shower) to coordinate setup.
- n. Met with customer at Bronson Center (Mr. Jimmy Carroll Celebration of Life) to coordinate setup.
- o. Contacted Absolute Termite to set an inspection date for City Hall annual termite inspection which is now 14 PAR 22 @ 1000.
- p. Contacted Republic Services to empty dumpster at WWTP and ordered a larger dumpster.
- q. Contacted Republic Services to empty PW/Utilities dumpster.

3. Sewer & Water Plant Operations (Lori)

- a. Kenton Daniels 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) ACT emptied surge tank and cleaned mat/rags.
 - b) Pulled Influent/Effluent sample.
 - c) Performed daily plant reads, chlorine and pH test, and cleaning.
 - d) RC trapped three hogs at WWTF that have been rooting up the property.
- d. Completed the following preventative maintenance operations at the Water Treatment Plants:
 - a) Daily reads, tested chlorine and pH.
 - b) Continued working to complete the PSAR (Public Supply Annual Report).
 - c) Pulled Bacte's on Polk City side of town PWS: No. 6531424.

4. Distribution (Rick & Matt)

- a. Processed 37 work orders in ADG consisting of:
 - a) Turn on: 6
 - b) Turn off: 4
 - c) Meter Maintenance: 5
 - d) Locates: 6
 - e) Lift Station repair: 7 (Sewer)
- b. 83 Open Work Orders in ADG consisting of:
 - a) Turn on: 1
 - b) Install - water: 1
 - c) Turn off: 3
 - d) Meter Maintenance: 75
 - e) Lift Station Maintenance: 3 (Sewer)

5. Stormwater & Sewer Operations (Robby & John)

- a. **Stormwater**
 - a) Provided pictures of Oak & 2nd Street storm drain that is not completed per Odom Contracting proposal.
 - b) Completed the upload of 104 Backflows in Diamond Maps, developed log sheet and sent to Utility Billing (Chasity) for processing and contacting owners to complete annual testing and provide results to City.
 - c) Assisted Jeff Parrish mowing SR33 right of ways from City Hall to Yamaha Lane.
- b. **Sewer**
 - a) Met with Southern Electric and performed site survey at all 13 lift stations to get quote on lights installs/repairs as well as replacing blown surge protectors. Also getting quote for new transfer switch cabinet and E-Stop for LS7 (Voyles Loop). Getting quote on

installing bypass switch on all 7 other lift stations that have TCU call out boxes.

- b) Assisted ACT on sewage mat removal in surge tank at WWTP.
- c) Ordered Confined space equipment from Safety Products
- d) Coordinated to have Flygt sales representative on site Monday 11 APR 22 @ 9am to discuss lift station pump replacement costs
- e) Received quote for bypass plug. Approved and will be used for Confined Space Training and future repairs of sewer lines.
- f) Performed preventative maintenance & checks at the following Lift Stations:

#1 (250 Brook Lane): NSTR

#2 (210 North Citrus Grove Blvd.) Scraped down. Cleaned out two bags of grease. Washed down.

#3 (221 Laynewade Rd): Washed down. Recorded generator run hours. Blew off lift station.

#4 (447 Nolane Lane): Cleaned and washed down. Recorded generator run hours. Blew off lift station.

#5 (822 Two Pond Rd): Scraped and washed down liftstation. Recorded generator run hours.

#6 (Mt. Olive Rd (Fountain Park): NSTR. 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. Barneys pump are still working on lift station.

#8 (1071 Motorcoach Drive): NSTR

#9 (455 Meandering Way): Scraped and washed down liftstation.

#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): Scraped and washed down. Cleaned floats.

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

- a. Collected 5 bags of garbage
- b. Cleaned up trash/debris at Freedom Park, Courts, McMaingle Park and the Fishing Pier.
- c. Cleared debris off Van Fleet Trail.
- d. Cross trained in water/utilities.
- e. Conducted preventative maintenance checks on all parks.

7. Mowing & Landscaping (Jeff)

- a. Collected 4 bags of trash from all streets and roads to include SR 33 and C557/559
- b. Completed 3 mowing/landscaping work orders:
 - a) Perk Ponds located at Orange Blvd & Smith Road.
 - b) Activity Center.
 - c) SR33/Commonwealth Ave from Bronson Center to Yamaha Lane

8. Streets & Signs (Jeff)

- a. Assessed street signs to be replaced or repaired throughout city, replacements begin 04/18/22.

9. Fleet Maintenance (Dustin)

- a. Completed 5 work orders for fleet maintenance

10. Building Maintenance (Dustin)

- a. Completed 8 work orders for facility maintenance
- b. Cleaned all Polk City facilities
- c. Set up for J. Davis baby shower at the Activity center
- d. Assembled 150 boxes for food drive on Saturday
- e. Set up for Jimmy Carroll Celebration of Life Service at Bronson Community 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.

Public Works/Utilities Report

11-17 April 2022

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

1. Public Works/Utilities Director (Keith)

- a. Developed Bypass Pump power point for presentation to City Commission on 18 APR 22.
- b. Coordinated for Diamond Maps (DM) Teams meeting on 18 APR 22. Intent is to have an outside agency who has worked with the city. previously to review DM data integrity and required updates.
- c. Reviewed Polk City Vision Scoping Plan. Scoping meeting pending.
- d. Established an account with SWFWMD that now provides me visibility of all permit reporting requirements and the status.
- e. Conducted a teleconference with Chad Booker of Traditions Engineering regarding Utilities Hook ups for new development called Hickory Cove (58 SFH).
- f. Met with Nick Cilley of Lakeland Electric to perform site survey of potential new light pole in the PW/U Department area. We will not have this installed as we will hook our own flood lights up at our existing site.
- g. Conducted fleet maintenance with an emphasis on work trucks cleaning and organization.

2. Admin, Logistics & Operations (Jasmyn)

- a. Contacted R&M regarding invoices for Chasity/received and completed.
- b. Processed 20 AP's
- c. Dispersed 88 work orders
- d. Assisted with mowing spray fields
- e. Ordered operating supplies for Utility work trucks
- f. Contacted Safety Products for an ETA of supplies on back order
- g. Contacted LSCI on rescheduling training date
- h. Contacted BS Ranch requesting that invoices be emailed to me
- i. Detailed inside and outside of utility truck #151748
- j. Revised the On-Call schedule
- k. Contacted Herc Rentals regarding outstanding invoices

3. Sewer & Water Plant Operations (Lori)

- a. Kenton Daniels performed on-call duties for the week sewer plant coverage.
- b. Lenny Johnson performed the weekend on-call for the WWTP & WTP
- c.

4. Distribution (Rick & Matt)

- a. Processed 83 work orders in ADG consisting of:
 - a) Turn on: 5
 - b) Temporary shut off: 25
 - c) Turn off: 3

- d) Meter maintenance: 24
- e) Turn back on from shut off list: 2
- f) Locates: 3
- g) Misc work orders: 20
- b. 83 Open Work Orders in ADG consisting of:
 - a) Turn on: 8
 - b) Install - water: 1
 - c) Turn off: 10
 - d) Laptop Test: 1
 - e) Locates: 1
 - f) Meter Maintenance: 60
 - g) Lift Station Maintenance: 1 (Sewer)
 - h) Monthly no-Reads 1 (364 Meters)

5. Stormwater & Sewer Operations (Robby & John)

a. Stormwater

- a) Worked with Empire Pumps to upgrade digital meter read system in truck to ensure all electronics are operating in an attempt to reduce no reads of water meters each month. Agent stated our set-ups was one of the best he had seen.

b. Sewer

- a) Met with Southern Electric and performed site survey at all 13 lift stations to get quote on lights installs/repairs as well as replacing blown surge protectors. Also getting quote for new transfer switch cabinet and E-Stop for LS7 (Voyles Loop). Getting quote on installing bypass switch on all 7 other lift stations that have TCU call out boxes.
- b) Assisted ACT on sewage mat removal in surge tank at WWTP.
- c) Ordered Confined space equipment from Safety Products
- d) Coordinated to have Flygt sales representative on site Monday 11 APR 22 @ 9am to discuss lift station pump replacement costs
- e) Received quote for bypass plug. Approved and will be used for Confined Space Training and future repairs of sewer lines.
- f) Performed preventative maintenance & checks at the following Lift Stations:
 - #1 (250 Brook Lane):** Performed monthly reads, pumped and washed down inside and mowed and weed eat.
 - #2 (210 North Citrus Grove Blvd.) Did monthly reads.**
 - #3 (221 Laynewade Rd):** Performed monthly reads and recorded generator run hours.
 - #4 (447 Nolane Lane):** Cleaned and washed down. Recorded generator run hours. Blew off lift station. Changed fuel sight glass on generator.
 - #5 (822 Two Pond Rd):** Performed monthly reads. Recorded generator run hours. Changed fuel sight glass on generator.

#6 (Mt. Olive Rd (Fountain Park)): Performed monthly reads. Recorded generator run hours. Changed fuel sight glass on generator.

#7 (9826 N. SR33 / Voyles Loop): Performed monthly reads. Pumped and washed down.

#8 (1071 Motorcoach Drive): Cleaned and washed down. Performed monthly reads.

#9 (455 Meandering Way): Performed monthly reads.

#10 (5145 South Shore Drive): Performed monthly reads. Pulled pumps to clean rags. Washed down.

#11(5552 Golden Gate Blvd.) Performed monthly reads. Pulled pumps to clean rags. Washed down.

#12 (9256 Ruth Rd): Cleaned and washed down. Performed monthly reads.

#13 (Phase 3 Fountain Park): Performed monthly reads. Mowed. Weed eat.

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

- a. Collected 1 bags of garbage
- b. Waiting on McMaingle Park parts to arrive

7. Mowing & Landscaping (Jeff)

- a. Collected 1 bags of trash from all streets and roads to include SR 33 and C557/559.
- b. Completed 6 work orders for mowing and weedeating:
 - a) Mowed SR 33 Old Spray Fields
 - b) Bronson Community Center
 - c) McMaingle Park
 - d) City Hall
 - e) Cardinal Hill WWTP
 - f) Activity Center

8. Streets & Signs (Jeff)

- a. NSTR

9. Fleet Maintenance (Dustin)

- a. Completed 4 work orders for fleet maintenance

10. Building Maintenance (Dustin)

May Objectives

- 1. Continue proactive/preventive maintenance of all city facilities and equipment.
- 2. Continue validating DIAMOND MAPS by completing the following actions:
 - a. Work with Robert Stevens & Associates to update Diamond Maps to include break down city routes to perform meter reads, reduce no read

- confusion, 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. Validating water meter data accuracy between Diamond Maps & ADG (Ongoing).
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.

Public Works/Utilities Report

18-24 April 2022

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

1. Public Works/Utilities Director (Keith)

- a. Conducted organizational maintenance with an emphasis on workspace cleaning and organization.
- b. Established new PW/U Department conference room to perform training, meetings, and other organized events.
- c. Employees continued to receive second Hep B vaccine

2. Admin, Logistics & Operations (Jasmyn)

- a. Processed 19 AP's and 2 PO's
- b. Created 7 work orders for Locates (Matt)
- c. Created 3 work orders for building maintenance (Dustin)
- d. Contacted Republic Services requesting larger dumpster at WWTP
- e. Communicated with Safety Products regarding item on back order needed for 28 APR 22 Confined Space training
- f. Researched Construction Site OSHA Compliance training
- g. Researched Hazardous & Non-Hazardous Spill training
- h. Completed application with Sunshine 811 to update/remove contacts
- i. Contacted Barney's Pumps regarding pump repair ETA
- j. Reconciled with Ring Power regarding invoice break down
- k. Created new spread sheet for Lowe's account
- l. Conversed with Chasity about adding new work codes for Lori in ADG
- m. Worked the Silver Spurs event
- n. Assisted with Humana food delivery
- o. Reconciled with R&M Solutions regarding invoices
- p. Spoke with LSCI regarding updates on ETA of equipment for training
- q. Cleaned/organized truck and office
- r. Working event on Saturday 4/23/2022 (Baby Shower-Activity Center)

3. Sewer & Water Plant Operations (Lori)

- a. Performed on-call duties for weekend/sewer plant coverage
- b. Completed WU Permitting reads
- c. Completed the following preventative maintenance operations at the Wastewater Treatment Plant:
 - a) Cleaned up WWTF (rags, washdown grates, debris & trash removal, bar screen washing)
 - b) Wasted into digester
 - c) Pulled Influent/Effluent sample
 - d) Conducted daily plant reads, chlorine and pH test, and cleaning
 - e) Switched Effluent to I4 ribs, Perk Ponds, and WWTF Spray Field
 - f) Wasted into sludge dumpster
- d. Completed 7 Water Treatment Plants work orders to include daily reads, tested chlorine and PH.

- e. Transitioned to new ADG electronic work order process
- f. Worked on reads in Excel for PSAR (Public Supply Annual Report)
- g. Pulled Bacte's on Mt. Olive side of town PWS: No. 6532345
- h. 1 open work order remaining for WTP repair and maintenance.

4. Distribution (Rick & Matt)

- a. Processed 77 work orders in ADG consisting of:
 - a) Turn on: 10
 - b) Turn off: 11
 - c) Meter maintenance: 47
 - d) Locates: 7
 - e) Monthly No Reads: 2 (364 separate meters)
- b. 8 Open Work Orders in ADG consisting of:
 - a) Install - irrigation: 1
 - b) Turn off: 1
 - c) Meter maintenance: 6
- c. Assisted with the entire cleanup of the WWTP Rags from ACT draining the Digester.

5. Stormwater & Sewer Operations (Robby & John)

- a. **Stormwater**
 - a) Completed 364 unread meters with Dustin, Jeff, Rick, Matt and Robbie- all were turned in to billing for monthly billing
 - b) Located 7 meters with wrong frequency, reprogrammed to our frequency/ Found 5 meters that were never activated.
 - c) Located 7 meters that had the wrong EID in ADG- all these factors were causing the meters from being radio read.
 - d) Getting additional quotes for storm drain repair at Honeybee/ Ashley.
 - e) Waiting on response from Odom Contracting for Oak/ 2nd Storm drain completion date.
 - f) Trained Rick and Matt on adding notes to work orders and completing work orders via ADG.
 - g) Completed 3 datalogs via Laptop for utility billing.
 - h) Met with Master Meter technician to go over settings on Harmony to make sure we are getting optimal reading via radio reading.
- b. **Sewer**
 - a) Received quotes from Southern Electric, Heart of Florida Electric and Barneys pumps for lighting, surge protectors for all lift stations.
 - b) Working quote for LS 7 transfer switch Cabinet and E-stop.
 - c) Barney's Pump completed repair on backup Pump and will be picking up beginning of next week.
 - d) Data flow will have quote for Scada as a service early next week
 - e) Performed preventative maintenance & checks at the following Lift Stations:
 - #1 (250 Brook Lane): NSTR**
 - #2 (201 N. Citrus Grove Blvd): NSTR**

- #3 (221 Laynewade Rd): NSTR
- #4 (447 Nolane Lane): NSTR
- #5 (822 Two Pond Rd): NSTR
- #6 (Mt. Olive Rd – Phase 1 & 2): NSTR
- #7 (9826 N. SR33 / Voyles Loop): NSTR
- #8 (1071 Motorcoach Drive): NSTR
- #9 (455 Meandering Way): NSTR
- #10 (5145 South Shore Drive): Pulled pumps for preventative maintenance checks.
- #11 (5552 Golden Gate Rd): Pulled pumps for preventative maintenance checks.
- #12 (9256 Ruth Rd): NSTR
- #13 (8778 Micmac Ct - Phase 3): NSTR

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

- a. Collected 7 bags of garbage
- b. Inspected potential water leak at Freedom Park
- c. Completed 75 meter no reads for water

7. Mowing & Landscaping (Jeff & Arron)

- a. Collected 4 bags of trash from all streets and roads to include SR 33 and C557/559.
- b. Completed 11 work orders consisting of:
 - a) Cleaning trash and debris off CR559
 - b) Cleaning trash and debris off SR33
 - c) Weed eating around signs and poles
 - d) Mowing Voyles loop Triangle
 - e) Mowed Library
 - f) Mowed Old Public Works Building
 - g) Mowed Basketball & Racket Ball Courts
 - h) Mowed Berkley Rd from Van Fleet Trail to I-4 Bridge
 - i) Bush hog/mow SR 559
 - j) Mowed Wastewater Treatment Plant
 - k) Mowed Freedom Park

8. Streets & Signs (Jeff & Aaron)

- a. Assess street signs and roads, found multiple low spots on road edges to backfill 04/25/22

9. Fleet Maintenance (Dustin & Milke)

- a. Completed 3 work orders for fleet maintenance consisting of:
 - a) Troubling shooting electrical problems in Cat Backhoe
 - b) Bushhog preventative maintenance
 - c) Assist in the install of NAPA 4 post vehicle lift

10. Building Maintenance (Dustin & Lary)

- a. Completed 6 work orders for building maintenance consisting of:
 - a) Replacing automation in offices
 - b) Sound system review in Commission Chamber
 - c) Unclogging City Hall kitchen sink
 - d) Built PW/U Department new conference table
 - e) Clean the exterior/roof of the building City Hall Building
 - f) Cleaned all facilities
- b. Continued WWTP office and lab refurbishment
- c. Set Up Activity Center for Andrews Baby Shower
- d. Continued organization/inventory of shop tools
- e. Assisted in meter no-reads (74)

May Objectives

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Continue validating DIAMOND MAPS by completing the following actions:
 - a. Work with Robert Stevens & Associates to update Diamond Maps to include break down city routes to perform meter reads, reduce no read confusion, 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. Validating water meter data accuracy between Diamond Maps & ADG (Ongoing).
3. Continue cleanup of Utilities area, identify, and prepare excess and unserviceable for surplus/disposal for JUNE 2022.
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.

Public Works/Utilities Report

25 April thru 01 May 2022

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

1. Public Works/Utilities Director (Keith)

- a. Completed Confined Space Training for 11 employees on 28 APR 22.
- b. Organizational maintenance focus was tool organization, truck cleaning and shop decluttering.
- c. Conducted an employee tour of the Lake Alfred Wastewater Treatment Plant. Gained great insight into how another city runs their facility and used lessons learned from them to educate the Polk City Team. Big thank you to Mr. John Deaton of Lake Alfred Public Works.
- d. Completed testing of the Polk City/Lakeland Interconnect.

2. Admin, Logistics & Operations (Jasmyn)

- a. Processed 16 AP's & 1 PO.
- b. Created 14 Locates in ADG.
- c. Coded Ace Hardware receipts/worked on spread sheet.
- d. Retrieved all equipment from Safety Products (Confined Space Training).
- e. Attended the Confined Space Training.
- f. Worked the Silver Spurs event (turned lights on/off).
- g. Created a new Lift Station Monthly Report spread sheet.
- h. Reconciled with R&M regarding invoices.
- i. Contacted NAPA for a final invoice.
- j. Contacted Mersino for a final invoice.
- k. Ordered new uniforms for new employees (Unifirst).
- l. Worked 1 weekend event 4/30 (Bronson-S.Grissom).
- m. Reached out to Safety Products regarding incorrect charges on invoice they are correcting.

3. Sewer & Water Plant Operations (Lori)

- a. Performed on-call duties for weekend/WWTP & WTP coverage
- b. Completed WU Permitting reads
- c. Completed the following preventative maintenance operations at the Wastewater Treatment Plant:
 - a) Cleaned up WWTF (rags, washdown grates, debris & trash removal, bar screen washing)
 - b) Wasted into digester
 - c) Pulled Influent/Effluent sample
 - d) Conducted daily plant reads, chlorine and pH test, and cleaning
 - e) Switched Effluent to I4 ribs, Perk Ponds, and WWTF Spray Field
 - f) Wasted into sludge dumpster
- d. Completed Water Treatment Plants work orders to include daily reads, tested chlorine, and PH.
- e. Transitioned to new ADG electronic work order process

- f. Worked on reads in Excel for PSAR (Public Supply Annual Report)
- g. Pulled boiled water notice samples.
- h. Completed Water Supply Distribution Report and submitted to Public Works/Utilities Director.

4. Distribution (Rick, Matt & Brandon)

- a. Completed 75 work orders in ADG consisting of:
 - a) Turn on: 13
 - b) Install – Water: 1
 - c) Turn off: 13
 - d) Meter maintenance: 26
 - e) Pull Meter: 1
 - f) Laptop Test Free: 1
 - g) Hydrant Flushing: 6
 - h) Locates: 14

5. Stormwater & Sewer Operations (Robby & John)

a. Stormwater

- a) Completed 3 work orders in ADG consisting of:
 - 1. MS4 Stormwater Inlets/Catches/Grates Quarterly Inspections: 64
 - 2. Locate & flush Citrus Grove Blvd Outfall and Storm drain.
 - 3. Locate Stormwater outfall at Carter Road & Honeybee Ave.
- b) Trained Jeff Parrish on Quarterly MS4 Inspection Process of Stormwater Inspections.
- c) Trained Brandon Huffman on Flushing Hydrants and how to document everything in Diamond Maps.
- d) Odom Contracting completed final Stormwater repairs at Oak Ave and 2nd Street.

b. Sewer

- b) Continued soliciting updated & final quotes from Heart of Florida Electric for lighting and surge protectors for all lift stations as well as L/S 7 (Voyles Loop) Transfer Switch Cabinet and E-stop.
- c) Continued soliciting Dataflow quote for Scada as a Service week of 2 MAY 22.
- d) Completed 10 work orders in ADG consisting of:
 - 1. Lift Station maintenance: 8
 - 2. Lift Station Repair: 2
- e) Performed preventative maintenance & checks at the following Lift Stations:
 - #1 (250 Brook Lane):** NSTR
 - #2 (201 N. Citrus Grove Blvd):** Pumped down for confined space training.
 - #3 (221 Laynewade Rd):** Recorded generator run hours.
 - #4 (447 Nolane Lane):** Weedeat and blew off lift station. Recorded generator run hours.
 - #5 (822 Two Pond Rd):** Recorded generator run hours.

#6 (Mt. Olive Rd – Phase 1 & 2): Recorded generator run hours.

#7 (9826 N. SR33 / Voyles Loop): Pumped and washed down. Recorded generator run hours.

#8 (1071 Motorcoach Drive): NSTR

#9 (455 Meandering Way): NSTR

#10 (5145 South Shore Drive): Pulled pumps for preventative maintenance checks.

#11 (5552 Golden Gate Rd): Pulled pumps for preventative maintenance checks.

#12 (9256 Ruth Rd): NSTR

#13 (8778 Micmac Ct - Phase 3): NSTR

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

- a. Collected 6 bags of garbage
- b. Completed 3 work orders in ADG consisting of:
 - a) Weedeated + maintained Freedom Park, Skate Park, and McManigle Park.
 - b) Weedeated and picked up trash at Fishing Pier and Basketball Court
 - c) Inspected all parks for issues, McManigle Park needs repairs and updating. Parts not due in until JUN 2022.

7. Mowing & Landscaping (Jeff & Arron)

- a. Collected 0 bags of trash from all streets and roads to include SR 33 and C557/559.
- b. Completed 19 work orders consisting of Mowing, weedeating across the entire City Limits, to include SR33, CR559 and Berkley Road.
- c. Assisted Distribution with the repair a waterline break on Honey Bee Lane.
- d. Removed tree limbs from the fitness center.

8. Streets & Signs (Jeff & Aaron)

- a. Assessed street repair needed on Carter Blvd and solicited quotes.
- b. Ordered Honeybee Lane street sign damaged/needing replacement.
- c. Repaired pothole on Carter Blvd.
- d. Filled in erosion/pothole in front of Freedom Park.
- e. Cross trained with John Morrow to on MS4 Quarterly Stormwater Inspections.
- f. Inspected streets/street edges in need of pothole repairs to be conducted 05/01-05/05 when time is available.

9. Fleet Maintenance (Dustin & Milke)

- a. Completed 1 work order for fleet maintenance consisting of:
 - a) Replace power generator battery located at Matt Williams wtp#3

10. Building Maintenance (Dustin & Lary)

- a. Completed 3 work orders for building maintenance consisting of:
 - a) Cleaned all city facilities.
 - b) Grissom Sweet 16 Event @ Bronson Center
 - c) Set Up Activity Center for Andrews Baby Shower
- b. Continued WWTP office and lab refurbishment
- c. Facilitated the pick-up of all remaining FEB 2022 surplus by A-1 Assets.
- d. Continued organization/inventory of shop tools

June Objectives

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Continue validating DIAMOND MAPS by completing the following actions:
 - a. Work with Robert Stevens & Associates to update Diamond Maps to include break down city routes to perform meter reads, reduce no read confusion, 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. May is the annual fire hydrant inspection month with June being the backup/overflow.
 - d. Develop annual physical water meter inspection program.
 - e. Validating water meter data accuracy between Diamond Maps & ADG (Ongoing).
3. Continue cleanup of Utilities area, identify, and prepare excess and unserviceable for surplus/disposal for JUNE 2022.
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.