City of Polk City
Polk City Commissioners

February 2016 Utility Operations Summary
Executive Summary

The following points are presented as an overall summary of water and wastewater utility department activities and events that occurred during the month of January, 2016:

- Attended City Commission workshop on February 25, 2016 to discuss budget and new generator install.

- February 22, 2016 - responded to a sewer back up on Jericho and Damascus. Called Roto-Rooter to jet Sewer lines.

- Met with Mr. Robert Best to finalize adding him to our staff at City of Polk City. He will begin March 14, 2016.

- Continued work on finalizing bids for new stand by generator at the Voyles Loop lift station.

- Arranged for sludge hauling to be done at Cardinal Hill wastewater facility. Sludge hauling will be done the first week of March 2016.

- Supervised the completion of work orders on all generators in the City.

- February 25, 2016 - responded to lift station #11. Pump #1 was tripped. Cleared it and reset alarm.

- February 26, 2016 - responded to a line break on 4949 Shoreline Drive.

- Staff completed 165 work orders.

Operations and Maintenance Activities

- Monthly compliance sampling for February 2016 has been completed. Including sampling for all monitoring wells.
- All necessary reports have been filed
- Called and received quote for a third Flyght pump for Voyles Loop lift station.
- Continued to work on budget with City Manager.
- Hired Devon White as a lift station technician.
- Contacted Central Florida Controls to schedule meter calibrations on March 21, 2016.
- Continued daily cleaning at the Cardinal Hill wastewater treatment facility.
Miscellaneous Job Order Completions

- 59 services turned on/off
- 15 locates
- 4 new meter installs
- 3 change-outs
- Assisted with meter reads and re reads.
- 3 call-outs from answering service/SCADA/auto dialers
- 165 work orders

Planned March Monthly Activities

- Meet again with City Manager and Public Works Director to review five-year Capital Improvement Plan.
- Get signed work order for the contractor to start the Voyles Loop bypass valve.
- Continue to inspect sanitary sewer lines and manholes.
- Continue inspection of water lines and water isolation valves
- Get new generator for Voyles Loop approved.
- Interview and hire one more service individual to help at City of Polk City.
- Continue to gather cost estimates for 2016 capital improvement projects.
- Finish up all generator repairs so we can have service performed at end of April 2016 to get ready for the upcoming hurricane season.