



MEMORANDUM
TOWN OF PONCE INLET, FINANCE, UTILITIES, & MAINTENANCE DEPARTMENT

THE TOWN OF PONCE INLET STAFF SHALL BE PROFESSIONAL, CARING, AND FAIR IN DELIVERING COMMUNITY EXCELLENCE WHILE ENSURING PONCE INLET CITIZENS OBTAIN THE GREATEST VALUE FOR THEIR TAX DOLLAR.

To: Jeaneen Witt, Town Manager
From: Keith Gunter, General Manager of Public Works
Date: January 05, 2016
Subject: Public Works Division Monthly Report for December 2015

I. GENERAL

Description	Qty Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	7
ROW Permits (41 South Turn Circle, 42 Seahaven Drive)	2
ROW Mechanical Sweeping (Debris Collection)	5 yds
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	46
Utility Locates Completed	38
Water Breaks(4500 block S. Atlantic Ave., 4337 S. Atlantic Ave.,4915 S. Peninsula)	3
Work Orders	14

II. MANAGEMENT

1. Met with FPL regarding establishing an account for Timucuan.
2. Met with the FPL subcontractor on the location of the sewer line.
3. Helped set up Christmas decorations.
4. Met with the Concrete Contractor on the S. Peninsula Sidewalk.
5. Attended the Water System Construction Meeting.
6. Attended the Timucuan Construction Meeting.
7. Met with the Sign Contractor at Ponce Preserve.
8. Attended the Christmas Parade.
9. Worked on a water break at 4337 S. Atlantic Ave.
10. Attended the resident meeting on the Water Project.
11. Met with QLH on the Sailfish Water Project.
12. Attended the Safety Meeting at Town Hall.
13. Re-read a meter at 113 Anchor Drive.

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14. Called the Contractor regarding sewer hookup at 4704 S. Atlantic.
15. Reviewed ROW Permit for 41 South Turn.
16. Spoke to Hidden Treasure in response to their inquiry about why their propane tank is underground.
17. Helped the Public Works Crew install a new water line at 66 Seawinds Circle.
18. Inspected water service at 11 Arena Blanca.
19. Attended the Division Head Meeting.
20. Attended the Timucuan Construction Meeting.
21. Reviewed ROW Permit for 42 Seahaven Drive.
22. Spoke with Amy P. regarding water service at 4667 S. Atlantic Ave.
23. Attended the Water System Improvement Meeting.
24. Attended the Town Council Meeting.
25. Reviewed the Public Works Safety Manual.

III. STAFF NEWS

N/A

IV. PROJECTS

1. SAILFISH DRIVE - Shell replenishment and grading-*Continuous*
2. TIMUCUAN OAKS – Brazilian Pepper Tree Removal - *Continuous*
3. TIMUCUAN OAKS - Construction of the new Botanical Garden- *In Progress*
4. TOWN WIDE – Hydrant Flushing - *Continuous*
5. TOWN WIDE – Water Meter Replacement - *In Progress*
6. TOWN WIDE – Dead Bay Tree and Stump Removal - *In Progress*
7. TOWN WIDE - Low or Overhanging Limb Trimming – *Continuous*
8. TOWN WIDE—Locate and repair trip hazards on the sidewalks –*Continuous*
9. TOWN WIDE – Placed Christmas Decorations - *Completed*
10. TOWN WIDE – Quarterly Hydrant Flushing- *Completed*
11. WATER – Backflow Prevention Project update sent to County – *Continuous*
12. WATER—THM/HAAA5 Testing-*Completed*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: 13,692,000 gallons.*
2. Water Consumption for the month – *Average Daily Use: 456,000 gallons.*

*Duties listed below are **IN ADDITION** to Primary Routine Assignments and Work Orders*

VI. PARKS

Routine Maintenance: Pressure Washing, Painting, Tree Trimming, Brush & Debris Removal, Brazilian Pepper Tree Removal, Fire Ant Treatment, Clean & Sanitize Water Fountains, Clean & Sanitize Restrooms, Empty Trash Receptacles, Empty Dog Waste Stations, Stock Supplies, Clean Light Fixtures, Lubricate Doors & Lock Mechanisms, Remove Spider Webs, Remove Bee/Wasp/Hornet Nests and perform Sign Maintenance in the following parks:

1. **BOAT RAMP** – 4961 S. Peninsula
2. **DAVIES LIGHTHOUSE PARK** – 4931 S. Peninsula Drive
3. **ELBER'S SUNSET PARK** – Front Street
4. **HAPPY TAILS DOG PARK** – 4700 S. Peninsula Drive
5. **HISTORIC MUSEUM** – 143 Beach Street
6. **MEYER-DAVIS HOUSE & POST OFFICE** – 143 Beach Street
7. **OLD CARRIAGE PARK** – 102 Old Carriage Road
8. **POLLARD PARK** – 4680 S. Peninsula Drive (at the Fire Station)
9. **PONCE PRESERVE** – 4401 S. Peninsula Drive

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10. **TIMUCUAN OAKS** – 4550 S. Peninsula Drive
11. **WILBUR BAY WETLANDS** – 4324 S. Peninsula Drive

VII. EVENTS

1. **CHRISTMAS PARADE**- Set up variable message board in advance of the event to alert of expected traffic delays, delivered MOT devices in preparation for street blockages and traffic re routing, and worked on the day of the event helping with preparation, traffic control, and clean up.
2. **CHRISTMAS PARTY**- Set up tables and chairs at the Council Chambers in preparation for the event then removed them and stored them afterwards.
3. **CHRISTMAS TREE LIGHTING** – Decorated with miscellaneous Christmas decorations throughout Town, and set up the Christmas tree and displays at the Fire Department in preparation for the Annual Tree Lighting Ceremony.

VIII. MONTHLY TASKS

1. ADMIN - Review Water Reads (2x / month)
2. ADMIN - Review & Input Payroll (2x / month)
3. ADMIN - Prepare Accts Payable, Update Incode & Budget Spreadsheet (Weekly)
4. ADMIN - Prepare Public Works Monthly Status Report
5. ADMIN - Prepare Monthly Fuel Consumption Reports
6. ADMIN- Prepare Service Orders for Meter re-reads, Occupant Changes, Suspected Meter issues, etc.
7. ADMIN- Close out Service Orders after they are completed by the Technicians
8. ADMIN - Maintain Fuel System Vehicle Database Updates/Modifications
9. ADMIN - Research & Coordinate Vendor Quotes
10. ADMIN - Maintain Records for Backflow Prevention Device Testing of all Commercial, Multi Family & Government Facilities Town-Wide
11. ADMIN - Coordinate Removal of Deceased Animals with Waste Management
12. ADMIN - Coordinate Removal of Residential Yard Debris with Waste Management
13. ADMIN - Coordinate Meetings for the Public Works General Manager
14. ADMIN - Coordinate RMA numbers on faulty Sensus Water Meter Products
15. ADMIN - Work with Code Enforcement to resolve issues of blocked access to certain meter boxes
16. ADMIN - Coordinate Maintenance on Public Works Vehicles
17. ADMIN - Continued communication with the Sensus Rep. regarding water intrusion issues on the Sensus Meters and on recognizing possible faulty Meters in the future based on serial numbers.
18. ADMIN - Dealt with customer complaints and concerns, and followed through with solutions where possible
19. ADMIN - Coordinated and scheduled employees for upcoming training courses
20. ADMIN - Coordinate licensing and certifications of our employees to Kim in HR
21. ADMIN - Coordinate Hepatitis Vaccination appointments with the Public Works Staff
22. ADMIN - Met with Amy Z. to go over Christmas decoration placement
23. ADMIN - Met with the General Manager of Public Works and Amy Z. to secure additional Christmas decorations and review their placement.
24. ADMIN - Worked during the Christmas Parade.
25. ADMIN - Dropped off and picked up vehicles as needed for service and repair.
26. ADMIN - Input Work Orders as needed.
27. ADMIN - Worked with Sensus Technical Support to correct problems that we were experiencing with the new version of software.
28. ADMIN - Coordinated with the Sign Contractor for new small directional signs and for relocation of the main directional sign at the corner of S. Peninsula and Inlet Harbor Road.
29. ADMIN - Coordinated with Pat Carrico at the Volusia County Health Department during multiple water breaks and Boil Water Notices.
30. ADMIN - Set up for contractor meetings at the Public Works facility.
31. ADMIN - Assisted during a water break on Winterhaven by picking up parts needed for repair, and prepared the "Boil Water Notice" door tags.
32. WATER - Obtained Water Samples & Sent to City of Port Orange for processing.

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33. WATER - Obtained Sample Results, Mail Originals to Volusia County Health Dept.
34. WATER - Read Water Meters (2x / month).
35. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/.month).
36. WATER- Tested and prepared mandated reports for Backflow Devices.
37. MAINTENANCE TECHS - Set A/C (before & after every Council Meeting).
38. MAINTENANCE TECHS - Check Stormwater System.
39. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
40. MAINTENANCE TECHS - Stormwater Retention Pond Maintenance (Mowing, Treatments & Service Work on the Fountains).
41. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation).
42. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance.
43. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot Stations.
44. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes.
45. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to age, weather, vandalism and theft).
46. MAINTENANCE TECHS - Take Delivery of Fuel / Weekly Tank “Sticks”.
47. MAINTENANCE TECHS - Weekly Fuel Tank Inspections.
48. MAINTENANCE TECHS - Deliver Recycle Bins.
49. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
50. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
51. JANITORIAL - Inventoried and Ordered Janitorial Supplies.
52. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance.
53. TH/PD/FD/PW - Routine Generator Maintenance.
54. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up signs & preparation for Private Events).

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **143 BEACH STREET**- Delivered Christmas decorations and placed wreaths on the windows.
2. **143 BEACH STREET** – Removed the gravel in preparation for brick and concrete installation.
3. **DAVIES PARK**- Decorated the fence with wreaths and bows for Christmas.
4. **FIRE DEPT.** – Placed Christmas tree, lights, wreaths, and miscellaneous decorations.
5. **FIRE DEPT.** – Repaired the fence.
6. **HAPPY TAILS PARK** – Decorated the fence with wreaths and bows for Christmas.
7. **POLLARD PARK** – Decorated the fence with wreaths and bows for Christmas.
8. **PUBLIC WORKS** – Stripped old water meters for recycling.
9. **PUBLIC WORKS** - Installed a new air hose for access to the air compressor by all departments.
10. **SAILFISH DRIVE** – Recycled the shell material from the FPL Hardening Project and used it to fill in holes and low spots.
11. **TIMUCUAN OAKS** – Removed grass and dirt from the sidewalk in preparation for the ADA Detectable Warning Mat installation.
12. **TIMUCUAN OAKS** – Installed two new signs and a new Dogi-Pot Station.
13. **TOWN HALL**- Investigated a report of A/C issues, unclogged the drain as needed, and mopped and cleaned up from the overflow.
14. **TOWN HALL** – Placed various Christmas decorations.
15. **TOWN HALL** - Replaced the GFCI outlet in the Courtyard.
16. **TOWN HALL** – Repaired / replaced various sprinkler heads that were malfunctioning, and reset the timers.

X. NOTES

- i. Foreclosures – N/A
- ii. Vandalism – N/A

XI. END OF MONTH MILEAGE REPORT

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VEHICLE NUMBER	PRIMARY DRIVER	CURRENT ODOMETER READING	PREVIOUS ODOMETER READING	TOTAL MILES PER MONTH	AVERAGE DAILY MILES	DAYS THIS MONTH (December)
3901	Keith Gunter	137,382	136,763	619	19.97	31
3902	Jeff Miller	9,749	9,080	669	21.58	31
3903	John Pierce	38,127	37,828	299	9.65	31
3904	Kevin Culver	N/A	33,186	N/A	N/A	31
3906	Waylon Severson	N/A	25,583	N/A	N/A	31
3905	Kurt Stromp	7,144	6,477	667	21.52	31
3907	Ken Jones	73,237	72,774	463	14.94	31
3908	Dump Truck	35,682	35,238	444	14.32	31

XII. VEHICLE MAINTENANCE NOTES

1. Vehicle # 3904 in for Routine Maintenance and a new set of tires.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works