



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: March 3, 2016
Subject: Public Works Division Monthly Report for February 2016

I. GENERAL

Description	Qty Month
FP&L Street Light Outage Reports (Buschman & S. Peninsula)	1
New Water Meters Installed	18
ROW Permits (37 Oceanway Drive)	1
ROW Mechanical Sweeping (Debris Collection)	5 yds
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	44
Utility Locates Completed	27
Water Breaks	0
Work Orders	17

II. MANAGEMENT

1. Met with the Cell Contractor regarding work being performed on the Cell Tower.
2. Reorganized "Building B".
3. Inspected the water service at 67 Inlet Point Blvd.
4. Attended the Parks and Rec. Meeting.
5. Spoke to Harbour Village regarding the tennis courts being open to the public.
6. Sprayed the Brazilian Pepper Trees in Timucuan.
7. Attended the Water Improvement Project Contractors Meeting.
8. Looked into a water leak at Inlet Harbor.
9. Met with 51 Dagget Cove regarding their driveway.
10. Attended the Special Events Meeting.

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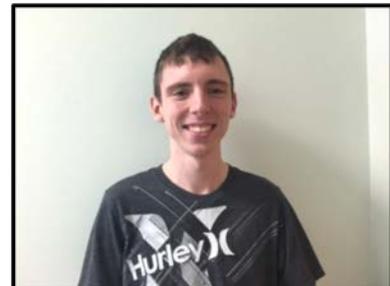
11. Inspected the water service at 2 Arena Blanca.
12. Attended the Public Works Director's Luncheon.
13. Interviewed candidates for the Maintenance Tech I Position.
14. R.O.W. inspection at 37 Oceanway Drive.
15. Met with Amy Z. at Timucuan.
16. Helped install ADA mats at Timucuan.
17. Paint inside 143 Beach Street.
18. Called Ben at Inlet Harbor about working on the Holiday.
19. Helped dig out the site for a Bus Stop Pad.
20. Met with a Paver Contractor regarding a retaining wall at the Cemetery.
21. Called back Plumber regarding a possible sewer connection at 4803 S. Atlantic.
22. Attended the Division Head Meeting.
23. Supervised the Water Tap at 4676 S. Atlantic Ave.
24. Attended the Budget Meeting with Amy Z. and Jeaneen.
25. Helped with the restroom valve install at Davies Park.
26. Repaired a water break on Dagget Cove.
27. Met with a Contractor at Timucuan.
28. Met with a Plumber at Davies Park.
29. Called back Mr. Benezette on Inlet Harbor Road Project.
30. Called back Mrs. Taylor regarding vines on her fence.
31. Trimmed brush at Town Hall on the South Side.
32. Put up storm shutters at 143 Beach Street due to bad weather that was predicted.
33. Took a picture of the fence at 143 Beach Street.
34. Met with the Vac Truck Contractor.
35. Helped dig up water service at 67 Inlet Point.
36. Picked up the bronze plaque for North Turn.
37. Attended the Community Center Day Event.
38. Dropped off the permit for the fence at 143 Beach Street.
39. Filled out the permit for Bus Stop Benches.
40. Ran a diagnostic report on the meter at 59 Oceanway Drive.
41. Met with Votran.

III. STAFF NEWS

1. It is with great disappointment that we must report that Kurt Stromp is no longer with the Town of Ponce Inlet Public Works Division. He has taken another position out of state and will be missed greatly by our Department.
2. John Pierce attended a Florida Department of Transportation Course and became certified through the FDOT in Intermediate Maintenance of Traffic (MOT). His certification will remain in place until 2020.
3. We are thrilled to welcome our two newest employees, Tyler Blewitt and Dario Moravec. They both come to us offering a varied skill set and both have great attitudes and work ethics. We have no doubt they will be a great asset to our Department, and we welcome them warmly.
- 4.



Tyler Blewitt



Dario Moravec

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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- *Completed*
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 - Water Improvement Project- *In Progress*
9. TOWN WIDE - Locate and repair trip hazards on the sidewalks –*Continuous*
10. TOWN WIDE -Rented a Boom Lift and changed out Light Bulbs and repaired lighting brackets and fixtures as needed at Town Facilities - *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: 12,905,000 gallons.*
2. Water Consumption for the month – *Average Daily Use: 445,000 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
10. **TIMUCUAN OAKS** – 4550 S. Peninsula Drive
11. **WILBUR BAY WETLANDS** – 4324 S. Peninsula Drive

VII. EVENTS

1. **Living Legends Parade**- Prepped the Beach Accesses by cleaning, prepping, and repainting them. Delivered cones and barricades in preparation for the event, and removed said items afterwards.

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VIII. MONTHLY TASKS

1. ADMIN - Review Water Reads (2x / month).
2. ADMIN - Review & Input Payroll (2x / month).
3. ADMIN - Prepare Accts Payable, Update In Code & 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
.....Mgmt.
12. ADMIN - Coordinate Removal of Residential Yard Debris with
.....Waste Mgmt.
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 as well as
.....delinquent backflow devices.
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- Coordinate and scheduled employees for upcoming
.....training courses.
20. ADMIN- Coordinate licensing and certifications of our employees
.....to Kim in H.R.
21. ADMIN-Coordinate Hepatitis Vaccination appointments with the
.....Public Works Staff.
22. ADMIN- Coordinate with FPL regarding Street Light outages.
23. ADMIN- Dropped off and picked up vehicles as needed for service
.....and repair.
24. ADMIN- Input Work Orders as needed.
25. ADMIN- Worked with Sensus Technical Support to correct
.....problems that we were experiencing.
26. ADMIN- Set up and attended all interviews for the Maintenance
.....Tech. I position that we were hiring for. Also set up for
.....drug testing and physicals and drafted and mailed letters
.....to those whom we did not hire.
27. ADMIN- Coordinated with Pat Carrico at the Volusia County
.....Health Department during multiple water breaks and Boil
.....Water Notices.
28. ADMIN- Set up for contractor meetings at the Public Works
.....facility.

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29. ADMIN- Set up fueling access, radio access, and all appropriatepaperwork for the two new employees.
30. ADMIN-Attended the Public Works Director's Luncheon that wehosted at Inlet Harbor Restaurant.
31. ADMIN- Completed and submitted the permitting application forthe Bus Stop Benches.
32. WATER - Obtained Water Samples & Sent to City of Port Orangefor Processing.
33. WATER - Obtained Sample Results, Mail Originals to VolusiaCounty 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 BackflowDevices.
37. MAINTENANCE TECHS - Set A/C (before & after every CouncilMeeting).
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 theFountains).
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-PotStations.
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 & GroundsMaintenance.
53. TH/PD/FD/PW - Routine Generator Maintenance.
54. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-upsigns & preparation for Private Events).

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **81 CALUMET** – Corrected a resident water pressure complaint.
2. **143 BEACH STREET**- Replaced mulch.
3. **143 BEACH STREET** – Repaired a small area of the Museum that was showing signs of wood rot.

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4. **143 BEACH STREET** – Placed storm shutters in preparation for bad weather that was predicted in the area. Removed them after the storm threat was over.
5. **143 BEACH STREET** – Replaced two deteriorated fire extinguisher boxes with new ones.
6. **DIXIE DRIVE** – Removed problematic tree limbs that were reported by a resident.
7. **ELBERS SUNSET PARK** - Fabricated and installed a cutting board for Fishermen to use.
8. **FIRE DEPT.** – Painted the upper areas above the blocks on the exterior of the building.
9. **HAPPY TAILS PARK** – Replaced the mulch.
10. **NORTH & SOUTH TURN** –Scraped off the old thermoplastic, removed sand, and pressure washed then painted the checkerboard and white borders at the Beach Access.
11. **POLLARD PARK** –Replaced the mulch.
12. **PONCE PRESERVE** – Installed two door sweeps and stops.
13. **PUBLIC WORKS**- Changed out ceiling light fixtures to LED.
14. **PUBLIC WORKS** – Reorganized the “B” Building including all water parts, meters, and supplies.
15. **PUBLIC WORKS** – Repaired South Side malfunctioning gate.
16. **PUBLIC WORKS** – Trimmed tall palm trees using a Boom Lift.
17. **TIMUCUAN OAKS** – Placed thermoplastic ADA symbols
18. **TOWN HALL** – Looked into a complaint of a squeaky A/C Belt, and ended up calling the A/C Contractor to repair.

X. NOTES

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

XI. END OF MONTH MILEAGE REPORT

VEHICLE NUMBER	PRIMARY DRIVER	CURRENT ODOMETER READING	PREVIOUS ODOMETER READING	TOTAL MILES PER MONTH	AVERAGE DAILY MILES	DAYS THIS MONTH (January)
3901	Keith Gunter	139,317	138,343	974	33.59	29
3902	Jeff Miller	10,724	10,237	487	16.79	29
3903	John Pierce	38,716	38,523	193	6.65	29
3904	Joe Fiorella	33,527	33,368	159	5.48	29
3905	Kurt Stromp	7,883	7,710	173	5.97	29
3906	Mike Pelger	26,236	25,822	414	14.28	29
3907	Ken Jones	74,015	73,661	354	12.21	29
3908	Dump Truck	35,471	35,304	5.76	3.90	29

XII. VEHICLE MAINTENANCE NOTES

1. N/A

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Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works