



MEMORANDUM
TOWN OF PONCE INLET, PUBLIC WORKS DIVISION

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: August 2nd, 2016
Subject: Public Works Division Monthly Report for July 2016

I. GENERAL

Description	Qty Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	21
ROW Permits	0
ROW Mechanical Sweeping (Debris Collection)	5 yds
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	69
Utility Locates Completed	43
Water Breaks (Las Olas, Marsh Court, Beach Street)	3
Work Orders	17

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II. MANAGEMENT

1. Met with the subcontractor regarding a water tap at 36 Sundunes.
2. Attended a meeting on the Water Improvement Project.
3. Returned a call to a resident regarding the brush pile on S. Peninsula.
4. Investigated the fire alarm at the Police Department.
5. Returned a call back to a resident at 4833 S. Peninsula regarding the Water Improvement Project.
6. Met with the FPL subcontractor regarding detours on S. Atlantic.
7. Investigated sewer availability at 111 Beach Street.
8. Met with Amy Z. to get a picture of Timucuan Oaks.
9. Met with a resident at 4616 Oak Hammock Court regarding water usage.
10. Met with QLH regarding the clearance for Ponce Inlet Key.
11. Inspected the water service at 14 Mar Azul South.
12. Met with the Hydro Vac salesman regarding a Vac Trailer.
13. Looked into some power poles that needed to be removed.
14. Attended the Budget Meeting.
15. Attended the Special Events Meeting.
16. Placed a phone call to AT&T regarding the Hardening Project.
17. Attended a Water Improvement Project Meeting.
18. Returned a call to a resident at 90 Inlet Harbor Road in regards to the Water Improvement Project.
19. Met with the Bee Removal Specialist at Timucuan Oaks.
20. Attended the Town Council Meeting.
21. Met with 4786 Michael Lane regarding a high water bill.
22. Met with a resident at 4757 S. Peninsula regarding a swale in her front yard.
23. Helped repair a water break in Las Olas.
24. Returned a call to Mr. Benezette on Inlet Harbor Road.
25. Helped oversee a 4" meter change out at Fisherman's Village.
26. Helped oversee a 4" meter change out at Light House Shores.
27. Met with the Sensus Water Meter Rep.

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- *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 - Annual Storm Drain Cleanout – *Complete*
11. WATER - Backflow Prevention Project update sent to County - *Continuous*
12. WATER - 2015 CCR Report – *Complete*

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V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use:* **18,259,000 gallons.**
2. Water Consumption for the month – *Average Daily Use:* **589,000 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

N/A

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.

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12. ADMIN - Coordinate Removal of Residential Yard Debris with
.....Waste Mgmt.
13. ADMIN – Maintain inventory of Recycle Bins for Resident's.
14. ADMIN - Coordinate Meetings for the Public Works General
.....Manager.
15. ADMIN - Coordinate RMA numbers on faulty Sensus Water Meter
.....Products.
16. ADMIN - Work with Code Enforcement to resolve issues of
.....blocked access to certain meter boxes as well as
.....delinquent backflow devices.
17. ADMIN - Coordinate Maintenance on Public Works Vehicles.
18. ADMIN - Continue 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.
19. ADMIN - Deal with customer complaints and concerns, and
.....follow through with solutions where possible.
20. ADMIN - Coordinate and schedule employees for upcoming
.....training courses.
21. ADMIN - Coordinate licensing and certifications of our employees
.....to Kim in H.R.
22. ADMIN - Coordinate Hepatitis Vaccination appointments with the
.....Public Works Staff.
23. ADMIN - Coordinate with FPL regarding Street Light outages.
24. ADMIN - Drop off and pick up vehicles as needed for service
.....and repair.
25. ADMIN - Input Work Orders as needed.
26. ADMIN - Work with Sensus Technical Support to correct
.....problems that we are experiencing.
27. ADMIN - Coordinate with Pat Carrico at the Volusia County
.....Health Department during water breaks and Boil
.....Water Notices.
28. ADMIN - Work on Budget Preparation, and on
.....coordinating two year projections for all needs within our
.....Department.
29. ADMIN – Maintain Weekly Fuel Logs and perform weekly Fuel
.....Tank measurements.
30. ADMIN - Prepared and distributed the 2015 Water Quality Report.
31. ADMIN – Secured a Contract for Emergency Debris Management
.....that will be in place until January of 2020.
32. ADMIN - Worked extensively on and completed the NPDES
.....Stormwater Permit.
33. WATER - Obtain Water Samples & Send to City of Port Orange
.....for Processing.
34. WATER - Obtain Sample Results, Mail Originals to Volusia
.....County Health Dept.
35. WATER - Read Water Meters (2x / month).
36. WATER - Multiple Rereads, Service Orders & Meter Swaps
.....(2x/.month).
37. WATER- Test and prepare mandated reports for Backflow
.....Devices.
38. MAINTENANCE TECHS - Set A/C (before & after every Council
.....Meeting).
39. MAINTENANCE TECHS - Check Stormwater System.
40. MAINTENANCE TECHS - Town wide - pick up Storm Debris.

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41. MAINTENANCE TECHS - Stormwater Retention Pond.
.....Maintenance (Mowing, Treatments & Service Work on
.....the Fountains).
42. MAINTENANCE TECHS - Right-of-Way Maintenance
.....(Mowing, Trim Vegetation).
43. MAINTENANCE TECHS - Boat Ramp Dock Inspections &
.....Maintenance.
44. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot
.....Stations.
45. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders &
.....Patch Holes.
46. MAINTENANCE TECHS - Street Sign Maintenance &
.....Replacement (Due to age, weather, vandalism and theft).
47. MAINTENANCE TECHS - Take Delivery of Fuel
48. MAINTENANCE TECHS - Weekly Fuel Tank Inspections.
49. MAINTENANCE TECHS - Deliver Recycle Bins.
50. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
51. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
52. JANITORIAL - Inventory and Order Janitorial Supplies.
53. PW, TH, PD, FD, CC, Museum - Buildings & Grounds
.....Maintenance.
54. TH/PD/FD/PW - Routine Generator Maintenance.
55. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up
.....Signs & preparation for Private Events).

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **FIRE DEPT.** – Responded to A/C issues at the Fire Dept.
Replaced one of the A/C Units.
2. **POLICE DEPT.** – Cut out and repaired concrete drain and
installed new drain pipe.
3. **PONCE DE LEON CIRCLE** – Installed three new storm drain
covers.
4. **PUBLIC WORKS** – Repaired sprinkler system.
5. **SUNDUNES CIRCLE** - Installed a new water service line.
6. **TOWN WIDE** – Tested and provided yearly certification on all
Backflows on Town Owned Properties.
7. **TIMUCUAN OAKS** - Installed a new trash receptacle.
8. **TIMUCUAN OAKS** – Met with a Bee Removal Specialist for bee
relocation out of the Park.

X. NOTES

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

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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 (July)
3901	Keith Gunter	4,634	3,450	1,184	38	31
3902	Jeff Miller	13,094	12,643	451	14.55	31
3903	Dario Moravec	40,765	40,440	325	10.48	31
3904	Joe Fiorella	34,765	34,524	241	7.77	31
3905	Tyler Blewitt	10,162	9,652	510	16.45	31
3906	Mike Pelger	29,184	28,752	432	13.94	31
3907	Ken Jones	76,020	75,685	335	10.81	31
3908	Spare	140,420	140,353	67	2.16	31
3915	Dump Truck	36,312	35,990	322	10.39	31

XII. VEHICLE MAINTENANCE NOTES

1. #3901 in for oil change and regular maintenance.
2. #3902 in for oil change and regular maintenance.
3. #3904 in for oil change and regular maintenance as well as a/c repair.
4. #3905 in for oil change and regular maintenance.
5. #3915 in for oil change and regular maintenance as well as replacement tail light and driver's side mirror.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works