



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

I. GENERAL

Description	Qty Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	10
ROW Permits (Inlet Point, Seahaven)	2
ROW Mechanical Sweeping (Debris Collection)	6 yds
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	76
Utility Locates Completed	41
Water Breaks (Riverglen, Montrose)	2
Work Orders	16

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II. MANAGEMENT

1. Supervised the street crossing of the Water Main at Sailfish & S. Peninsula.
2. Helped install the Ice Machine at the Community Center.
3. Met with Amy Z. on the 5 Year Comp. Plan.
4. Met with the Planning Dept. on FPL Project.
5. Attended Stormwater Licensing Recertification Course Online.
6. Contacted Votran about expected road detours.
7. Helped Angie in IT with Surge Protectors in the Server Room.
8. Repaired a water break at 4829 S. Atlantic Ave.
9. Contacted 116 Beach Street regarding a dead tree.
10. Attended a Water Improvement Project Meeting.
11. Attended a Safety Meeting.
12. Attended a Water Construction Connection Meeting.
13. Met with the Generator Repair Company.
14. Returned a call to a resident regarding sign questions.
15. Met with Margi regarding R.O.W. at 129 Old Carriage.
16. Completed a R.O.W. inspection at 46 Inlet Point.
17. Met with the Town Manager on Budgeting.
18. Attended a Water Improvement Project Contractors Meeting.
19. Attended a Division Head Meeting.
20. Met with D.G. Meyer at the Fire Dept. regarding their A/C.
21. Met with a Generator Contractor at the Public Works Facility.
22. Met with a Surge Protection Contractor at Town Hall.
23. Reviewed R.O.W. Permit at 21 Seahaven.
24. Met with a resident at 86 Buschman regarding debris.
25. Met with the Sign Contractor.
26. Met with Inlet Harbor on reported low hanging trees.
27. Met with Robert in the Building Dept. regarding NPDES Permitting.
28. Met with Valerie on new water service at 31 Inlet Point.

III. STAFF NEWS

1. Amy Dowling, Administrative Assistant, attended a training session that was offered at the Volusia County Emergency Operations Center. This further familiarized her with the Software involved with Emergency Requests, and in the overall functions of the Facility.
2. Four Public Works Employees attended an Intermediate FDOT Work Zone Traffic Control Course. Work Zone Traffic Control is an important function necessary in providing a safe environment in those areas where workers and transportation modes may compete for common space. In order to operate safely in this environment, proper training is crucial for all employees. Joe Fiorella, Mike Pelger, Tyler Blewitt, and Dario Moravec all completed the course successfully and are now Certified through the FDOT.
3. Keith Gunter, General Manager, completed his Florida Stormwater Association (FSA) Level 2 Recertification. The Florida Stormwater Association's Level 2 program is intended to familiarize stormwater management field supervisors with the tools necessary to effectively implement their organization's goals and objectives.

IV. PROJECTS

1. SAILFISH DRIVE - Shell replenishment and grading-*Continuous*
2. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*

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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 – *In Progress*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: 15,372,000 gallons.*
2. Water Consumption for the month – *Average Daily Use: 512,000 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. Employee BBQ – Set up tables and chairs in preparation for the Event.

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.

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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 – 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 extensively 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 Monitoring
.....that will be in place until June 2018.
32. ADMIN - Worked extensively on 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).

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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.
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. **143 BEACH STREET** - Installed a new light switch in the men's restroom.
2. **143 BEACH STREET** - Installed storm shutters in preparation for expected storms.
3. **143 BEACH STREET** – Stained the back decking that had faded.
4. **FIRE DEPT.** – Replaced gravel around the perimeter.
5. **FIRE DEPT.** – Responded to A/C issues at the Fire Dept., ultimately ended up having to replace one of the A/C Units.
6. **HAPPY TAILS** – Sprayed the Park for pests/fleas.
7. **JERRY'S PIZZA** – Installed Bollards around the Water Meter.
8. **PONCE DE LEON CIRCLE** – Corrected a drainage issue and replaced sod in the median.
9. **PUBLIC WORKS** - Worked on the North Gate that was malfunctioning.
10. **TOWN HALL** – Set up for the Employee BBQ
11. **TOWN HALL** – Set up for the Employee Benefits Meeting.

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 (May)
3901	Keith Gunter	3,450	2,598	852	28.40	30
3902	Jeff Miller	12,643	12,098	545	18.17	30
3903	Dario Moravec	40,440	39,966	474	15.80	30
3904	Joe Fiorella	34,524	34,265	259	8.63	30
3905	Tyler Blewitt	9,652	9,089	563	18.77	30
3906	Mike Pelger	28,752	28,227	525	17.50	30
3907	Ken Jones	75,685	75,270	415	13.83	30
3908	Spare	140,353	140,350	3	.10	30
3915	Dump Truck	35,990	35,706	284	9.47	30

XII. VEHICLE MAINTENANCE NOTES

N/A

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works