



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

I. GENERAL

Description	Qty Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	136
ROW Permits (Seahaven Drive, Sun Dunes Circle)	2
ROW Mechanical Sweeping (Debris Collection)	6 yds
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	41
Utility Locates Completed	28
Water Breaks	0
Work Orders	9

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II. MANAGEMENT

1. Supervised a Water Tap at 119 Beach Street.
2. Met with 4704 S. Atlantic regarding their Meter.
3. Oversaw patch work being done at Seawinds Condominiums.
4. Attended the Water System Improvement Meeting.
5. Inspected suspected broken Meter Wire at 41 Sundunes Circle.
6. Made contact with 60 Daggett Cove regarding the Water Project.
7. Dug up and tapped the Water Main at 4716 S. Atlantic Ave.
8. Looked into a R.O.W. complaint at 4795 S. Peninsula.
9. Shipped out the Water Pipe Locator for necessary repairs.
10. Made contact with 4822 S. Peninsula regarding sewer hookup.
11. Performed a Data Analysis Log on the Water Meter at 1 Marsh Court.
12. Turned the water on at 4795 S. Atlantic Ave.
13. Met with the Sign Contractor.
14. Attended the Departmental Meeting.
15. Attended the Sidewalk Planning Meeting.
16. Reviewed the water connection at 12 Mar Azul.
17. Attended the Council Meeting.
18. Picked up and dropped off the Stump Grinder from the Rental Facility.
19. Followed up on a complaint of oil on the road on Michael Lane.
20. Investigated a complaint about the Storm Grate on South Peninsula.
21. Attended the Water System Improvement Meeting.
22. Attended a Debris Monitoring Meeting in preparation for Hurricane Season.
23. Supervised the Water Meter change out being done at Lighthouse Shores Condo.
24. Met with the Tree Trimming Contractor.
25. Looked into R.O.W. at the corner of Sailfish and Beach Street.
26. Investigated a reported Sewer smell on Front Street.
27. Dropped off a Hydrant Meter to FPL.
28. Met with the Fence Contractor.
29. Made contact with Towers V regarding reported high water usage.
30. Met with FPL on the Hardening Project.
31. Met with Jeaneen regarding Signs.
32. Reviewed R.O.W. Permit @ 31 Seahaven Drive.
33. Reviewed R.O.W. Permit @ 33 Sundunes Circle.

III. STAFF NEWS

1. Amy Dowling, the Administrative Assistance for the Public Works Division, attended a Tyler Technologies Conference. Tyler Technologies is the Company that provides the Software used by the Town for all aspects of Operations. Amy was able to obtain in-depth training and direction on the daily uses of the different components of the Software. She also obtained a better understanding of how to utilize tips and tricks within the Software to add efficiency to everyday tasks.
2. Amy Dowling also attended the Florida Governors Conference in preparation for the upcoming Hurricane Season. She took Courses in Debris Management and Federal Procurement. She also attended a Session at the Volusia County EOC to review practices and procedures if there were a need to activate the EOC.

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: 15,770,000 gallons.*
2. Water Consumption for the month – *Average Daily Use: 509,000 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. **Veteran's Memorial Day Ceremony-** Prepared the Park by mowing, removing loose leaves, treating for ants, and overall Park cleanup. Public Works took delivery of the chairs prior to the Event, and delivered them to the site on the day of the Event. Helped with setup of the chairs, helped remove and tear down after the Event, and returned the chairs to the Public Works Facility to be picked up by the Chair Rental Company.

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.

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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 - 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
.....followed through with solutions where possible.
20. ADMIN - Coordinate and scheduled 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. WATER - Obtain Water Samples & Send to City of Port Orange
.....for Processing.
31. WATER - Obtain Sample Results, Mail Originals to Volusia
.....County Health Dept.
32. WATER - Read Water Meters (2x / month).
33. WATER - Multiple Rereads, Service Orders & Meter Swaps
.....(2x/.month).

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34. WATER- Test and prepare mandated reports for Backflow
.....Devices.
35. MAINTENANCE TECHS - Set A/C (before & after every Council
.....Meeting).
36. MAINTENANCE TECHS - Check Stormwater System.
37. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
38. MAINTENANCE TECHS - Stormwater Retention Pond.
.....Maintenance (Mowing, Treatments & Service Work on
.....the Fountains).
39. MAINTENANCE TECHS - Right-of-Way Maintenance
.....(Mowing, Trim Vegetation).
40. MAINTENANCE TECHS - Boat Ramp Dock Inspections &
.....Maintenance.
41. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot
.....Stations.
42. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders &
.....Patch Holes.
43. MAINTENANCE TECHS - Street Sign Maintenance &
.....Replacement (Due to age, weather, vandalism and theft).
44. MAINTENANCE TECHS - Take Delivery of Fuel
45. MAINTENANCE TECHS - Weekly Fuel Tank Inspections.
46. MAINTENANCE TECHS - Deliver Recycle Bins.
47. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
48. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
49. JANITORIAL - Inventory and Order Janitorial Supplies.
50. PW, TH, PD, FD, CC, Museum - Buildings & Grounds
.....Maintenance.
51. TH/PD/FD/PW - Routine Generator Maintenance.
52. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up
.....Signs & preparation for Private Events).

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **143 BEACH STREET** - Pressure Washed and stained the fencing.
2. **DAVIES PARK** - Pressure Washed the Gazebo.
3. **DAVIES PARK** - Cleaned up brush and leaves, thoroughly
cleaned the Park, and treated for ants prior to the Memorial Day
Service.
4. **FIRE DEPT.** - Removed brush and cleaned out behind the
Firehouse Garages.
5. **HAPPY TAILS** - Sprayed Flea prevention throughout the Park.
6. **LIGHTHOUSE SHORES** - Installed a new 4" Water Meter.
7. **PUBLIC WORKS** - Changed out Break room lights to more energy
efficient LED.
8. **PUBLIC WORKS** - Worked on the Malfunctioning North Gate.
9. **TIMUCUAN** - Constructed and placed three new Benches for use.
10. **TOWN HALL** - Hung a Whiteboard in Kim's Office.
11. **TOWN HALL** – Removed overgrown Vines at the South Entrance.

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	2,598	1,542	1,056	34.06	31
3902	Jeff Miller	12,098	11,591	507	16.35	31
3903	John Pierce	39,966	39,715	251	8.10	31
3904	Joe Fiorella	34,265	34,050	215	6.94	31
3905	Tyler Blewitt	9,089	8,700	389	12.55	31
3906	Mike Pelger	28,227	27,540	687	22.16	31
3907	Ken Jones	75,270	74,890	380	12.26	31
3908	Dario Moravec	140,350	140,323	27	.87	31
3915	Dump Truck	35,706	35,621	85	2.74	31

XII. VEHICLE MAINTENANCE NOTES

1. Vehicle #3901 needed a replacement tire.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works