



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: November 4th, 2016
Subject: Public Works Division Monthly Report for October 2016

I. GENERAL

Description	Qty Month
FP&L Street Light Outage Reports	2
New Water Meters Installed	5
ROW Permits (Anchor Drive)	1
ROW Mechanical Sweeping (Debris Collection)	12 YDS
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	29
Utility Locates Completed	35
Water Breaks (Tidewater Condos, Oceanview Condos, Towers 8 & 9, Lighthouse Boatyard, S. Peninsula Drive)	5
Work Orders	15

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II. MANAGEMENT

1. Prepared for the hurricane by making sure that all retention ponds were pumped down, had all storm drains checked and cleared if necessary, had the equipment checked and serviced as needed. Made sure all loose items, garbage cans, playground swings, Pickleball nets and awnings, banners at Town Hall, and items that could blow away were secured. Made sure all vehicles and equipment were fueled up. Kept in contact with the EOC regarding storm updates, and scheduled employees accordingly. Helped prepare and stock the EOC with food and supplies that would be needed, and then reported to the EOC to wait out the storm.
2. After the hurricane passed, began removing debris from the main roadways to allow access for fire and police response.
3. Scheduled employees to work overtime to accommodate the cleanup needs.
4. Met with the Debris Monitoring and Management Companies to start on a contracted cleanup plan, and kept in frequent contact during the process.
5. Met with a resident at 4791 Michael Lane on stormwater concerns.
6. Attended two Volusia County Hurricane Meetings.
7. Performed a R.O.W. inspection for 106 Anchor Drive.
8. Met with 3 Mar Azul regarding water usage questions.
9. Attended the Town Council Meeting.
10. Returned a call to 4525 S. Atlantic Ave. regarding a water meter change out.
11. Met with the Debris Management Company.
12. Took pictures of the damaged Directional Signs for Valerie.
13. Attended a Sewer Meeting with Port Orange.
14. Tarped the Fire Department's roof to prevent water intrusion until the roof is repaired.
15. Assisted with a Water Break at Tidewater Condominiums.
16. Assisted with a Water Break at Oceanview Condominiums.
17. Assisted with a Water Break at Towers 8&9.
18. Assisted with a Water Break at Lighthouse Boatyard.

III. STAFF NEWS

1. We must regretfully report that one of our Public Works Crew Leaders, Mike Pelger, will be leaving our Department. Mike has accepted a position as Building Inspector here with the Town, and we are thankful that he will continue to be an asset to The Town of Ponce Inlet. We wish Mike all the best in his new endeavor, and are confident he will be an asset to the Building Department.

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 - Post hurricane cleanup efforts – *In Progress*
11. TOWN WIDE - WATER – Backflow Prevention Project update sent to County -
.....*Continuous*
12. WATER - Water Quality Testing– *Continuous*

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V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use:* **14,009,000 gallons.**
2. Water Consumption for the month – *Average Daily Use:* **452,000 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. **Children’s Halloween Party** – Reserved the Pavilion for the event. Pressure washed the pavilion to remove all stains. Provided pest control and prevention, turned off the sprinklers prior to the event, and made sure water and power were turned on. Removed all games from storage, cleaned them, and loaded all games, decorations, lights, tables, chairs, extension cords, grill, and propane tank onto the trailer and delivered the day of the event. Cleaned up after the event and brought all items back to Public Works to clean up and put back into storage.

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 & BudgetSpreadsheet (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, OccupantChanges, Suspected Meter issues, etc.
7. ADMIN - Close out Service Orders after they are completed by theTechnicians.
8. ADMIN - Maintain Fuel System Vehicle DatabaseUpdates/Modifications.
9. ADMIN - Research & Coordinate Vendor Quotes.

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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 – Attended multiple meeting with Debris Management and
.....Monitoring Contractors regarding hurricane cleanup.
14. ADMIN - Coordinate Meetings for the Public Works General
.....Manager.
15. ADMIN – Picked up emergency by-pass pumps to help with high
.....water issues post hurricane.
16. ADMIN – Coordinated with the fuel vendor to make sure fuel tanks
.....stayed full for post storm needs.
17. ADMIN – Purchased food & supplies for the EOC for the Public
.....Works employees.
18. ADMIN – Met with the Property Insurance Adjuster to review the
.....sites for damages.
19. ADMIN – Implemented daily tracking logs for the post hurricane
.....cleanup efforts.
20. ADMIN – Scheduled temporary labor to help with the overload of
.....debris cleanup.
21. ADMIN – Picked up barricades that were used for traffic control
.....during the cleanup efforts.
22. ADMIN – Dealt with Equipment Vendors to repair our heavy
.....equipment that was being used for hurricane cleanup,
.....and also to rent additional equipment for cleanup.
23. ADMIN - Coordinate RMA numbers on faulty Sensus Water Meter
.....Products.
24. ADMIN - Work with Code Enforcement to resolve issues of
.....blocked access to certain meter boxes as well as
.....delinquent backflow devices.
25. ADMIN - Coordinate Maintenance on Public Works Vehicles.
26. 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.
27. ADMIN - Deal with customer complaints and concerns, and
.....follow through with solutions where possible.
28. ADMIN - Coordinate and schedule employees for upcoming
.....training courses.
29. ADMIN - Coordinate licensing and certifications of our employees
.....to Kim in H.R.
30. ADMIN - Coordinate with FPL regarding Street Light outages.
31. ADMIN - Drop off and pick up vehicles as needed for service
.....and repair.
32. ADMIN - Input Work Orders as needed.
33. ADMIN - Work with Sensus Technical Support to correct
.....problems that we are experiencing.
34. ADMIN - Coordinate with Pat Carrico at the Volusia County
.....Health Department during water breaks and Boil
.....Water Notices.
35. ADMIN – Maintained Weekly Fuel Logs, and performed weekly
.....fuel tank measurements and inspections per FDEP.
36. WATER - Obtain Water Samples & Sent to City of Port Orange
.....for Processing.

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

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **143 BEACH STREET**- Prepared for the hurricane by securing all loose items, and placing the storm shutters on the windows.
2. **143 BEACH STREET** - After the hurricane, removed all tree debris and dock debris that had floated up onto the property. Raked all small debris up and removed it, and removed the storm shutters from the building.
3. **DAVIES PARK** – Prepared for the storm by securing all loose debris.
4. **DAVIES PARK** – Removed all storm related debris from the Park.
5. **DAVIES PARK** - Prepared the park for the Children’s Halloween Party. Provided ant prevention, shut the sprinklers off, pressure washed the pavilion.
6. **FIRE DEPT.** – Prepared for the hurricane by securing all loose items, and placing the storm shutters on the windows.

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7. **FIRE DEPT.** – After the hurricane, removed all tree debris, raked up small debris, placed tarps on the damaged roof, and removed the storm shutters from the building.
8. **FIRE DEPT.** – Fueled up the emergency generator before the storm, and had it re fueled after usage.
9. **HAPPY TAILS** – Cleaned up storm related debris, and restored the park to previous pre-storm condition.
10. **POLICE DEPT.** – Prepared for the hurricane by securing all loose items and banners.
11. **POLICE DEPT.** – Removed storm debris afterwards, and replaced all loose items and banners.
12. **POLICE DEPT.** – Fueled up the emergency generator before the storm, and had it re fueled after usage.
13. **POLLARD PARK** – Prepared the playground equipment by removing swings and/or tying them up securely. Secured picnic tables.
14. **POLLARD PARK**- Removed tree debris and damaged fencing, cleaned and raked up small debris, assessed playground equipment, and restored use of swings and equipment that were deemed safe.
15. **POLLARD PARK** – Restored the windscreen and awnings on the tennis courts, repainted the lines, and replaced the Pickleball net.
16. **PONCE PRESERVE** – Cleaned up large amounts of tree debris off of the trails. Inspected the playground equipment and signage.
17. **PUBLIC WORKS** - Prepared the Work Yard by securing all loose items, and placing hurricane shutters on the building.
18. **PUBLIC WORKS** - Fueled up the emergency generator before the storm, and had it re fueled after usage.
19. **PUBLIC WORKS** – Picked up all storm related debris and damaged fencing, and replaced all loose items back outside.
20. **PUBLIC WORKS** – Replaced missing shingles from the roof that was damaged.
21. **TIMUCUAN** – Shut off the fountain, and secured all loose items prior to the storm.
22. **TIMUCUAN** - Picked up all storm related debris and replaced all loose items, restarted the fountain. Raked up the small debris.
23. **TOWN HALL** – Prepared for the hurricane by securing all loose items and banners, and prepping the Council Chambers to serve as the EOC during Hurricane Matthew.
24. **TOWN HALL** – Removed all storm related debris from the vicinity, and removed all supplies that were placed there while used as an EOC.

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 (October)
3901	Keith Gunter	7,690	6,695	995	32	31
3902	Jeff Miller	14,912	14,250	662	21	31
3903	Dario Moravec	42,749	41,892	857	28	31
3904	Joe Fiorella	35,481	35,383	98	3	31
3905	Tyler Blewitt	11,912	11,350	562	18	31
3906	Mike Pelger	30,861	30,455	406	13	31
3907	Ken Jones	77,180	76,755	425	14	31
3908	Various	141,140	140,985	155	5	31
3915	Dump Truck	36,716	36,507	209	7	31

XII. VEHICLE MAINTENANCE NOTES

1. Vehicle # 3907 ; Replacement tire.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works