



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: February 2, 2016
Subject: Public Works Division Monthly Report for January 2016

I. GENERAL

| Description | Qty Month |
|--|--------------|
| FP&L Street Light Outage Reports (Beach Street) | 1 |
| New Water Meters Installed | 28 |
| ROW Permits (65 Inlet Point Blvd.,67 Inlet Point Blvd.,31 Inlet Point Blvd.) | 3 |
| ROW Mechanical Sweeping (Debris Collection) | 6 yds |
| Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.) | 28 |
| Utility Locates Completed | 22 |
| Water Breaks(123 Inlet Harbor Road) | 1 |
| Work Orders | 23 |

II. MANAGEMENT

1. Attended the Special Events Meeting.
2. Right of Way review at 67 Inlet Point Blvd.
3. Right of Way review at 31 Inlet Point Blvd.
4. Measured the curbing on Rains Court for Robert in the Building Dept.
5. Met with the Sewer Contractor regarding sewer location on Sailfish.
6. Contacted 83 Cindy Lane regarding sewer.
7. Called Mrs. Bond back about the location of sewer.
8. Dropped of some paperwork to the Sign Contractor.
9. Met with Inlet Harbor on a water leak.

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10. Met with 3 Beacon Court on water usage.
11. Called 4328 S. Peninsula about Wilbur Bay Park.
12. Turned off the water at Inlet Harbor Restaurant.
13. Attended the Water Improvement Project Progress Meeting.
14. Attended the Goals Workshop.
15. Met with Margi regarding the ADA Bus Stop Pads.
16. Returned a call to a resident at 4822 S. Peninsula regarding the Water System Improvements.
17. Looked at the street pole in Davies Park for possible relocation.
18. Attended PICCI Meeting.
19. Attended the Public Works Luncheon.
20. Helped replace the fire hydrant on Jana Drive.
21. Met with FPL at Davies Park about relocating the power pole.
22. Returned a call to Towers Condo. about irrigation water usage.
23. Look for sewer service at 37 Ocean Way Drive.
24. Looked at a broken meter box on 4737 Riverglen Blvd.
25. Looked at pipe on the right of way at Sailfish & Rains that a resident was concerned about.
26. Placed the storm shutters at 143 Beach Street due to bad weather.
27. Called back a resident at 65 Beach Street regarding a severed phone line.
28. Right of Way review at 65 Inlet Point Blvd.
29. Attended a Special Events Meeting.
30. Reviewed Inlet Harbor Sidewalk Plans.
31. Met a Contractor at Timucuan Oaks regarding maintenance.
32. Attended the Division Head Meeting.
33. Returned a call to a resident at 4915 Sailfish Drive regarding the Water System Improvement Project.
34. Met with Mike Disher in Planning regarding the Inlet Harbor Sidewalk.
35. Attended the Water Improvement Meeting.
36. Attended the Council Meeting.
37. Reviewed the Public Works Hurricane Operations.
38. Met at Timucuan regarding plant care and maintenance.
39. Turned the water off at Inlet Harbor due to a water break.
40. Met with a Contractor regarding some wood repair at 143 Beach Street.
41. Oversaw the water break on Inlet Harbor Road.
42. Met with a resident at 121 Inlet Harbor Road on an irrigation complaint.
43. Picked up the Dump Truck from the dealership.
44. Attended the D.R.T. meeting on Inlet Harbor Road.
45. Met with 4691 S. Atlantic regarding a water leak.
46. Met Brighthouse at Davies Park to discuss moving a pole.
47. Helped set up for the grand opening at Timucuan Oaks.
48. Worked during the grand opening ceremony at Timucuan Oaks.

III. STAFF NEWS

1. Jeff Miller attended a course in Eatonville on Stage 2 Disinfection By-Products. This course counted towards maintaining Jeff's water licensing.
2. John Pierce and Kurt Stromp both attended a continuing education course in Port Orange on Utility Master/ CI Planning & Asset Management. This course also counted towards the requirements for maintaining their water licensing.
3. We are extremely pleased to welcome both Joe Fiorella and Mike Pelger to the Public Works Team as Crew Leaders. They both bring a vast amount of knowledge paired with years of experience, and lots of enthusiasm.

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Mike Pelger



Joe Fiorella

IV. PROJECTS

1. FIRE HYDRANT REPLACEMENT- S. Atlantic & Jana Dr.- *Completed*
2. SAILFISH DRIVE - Shell replenishment and grading-*Continuous*
3. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
4. TIMUCUAN OAKS - Construction of the new Botanical Garden- *Completed*
5. TOWN WIDE - Hydrant Flushing - *Continuous*
6. TOWN WIDE - Water Meter Replacement - *In Progress*
7. TOWN WIDE - Dead Bay Tree and Stump Removal - *In Progress*
8. TOWN WIDE - Low or Overhanging Limb Trimming – *Continuous*
9. TOWN WIDE - Locate and repair trip hazards on the sidewalks –*Continuous*
10. TOWN WIDE - Removed and stored Christmas Decorations - *Completed*
11. TOWN WIDE - Quarterly Hydrant Flushing- *Completed*
12. TOWN WIDE - Tested Fire Extinguishers - *Completed*
13. WATER - Backflow Prevention Project update sent to County – *Continuous*
14. WATER - THM/HAAA5 Testing-*Completed*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **13,473,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **435,000 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

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VII. EVENTS

1. **TIMUCUAN OAKS GRAND OPENING-** Picked up debris and sprayed for ants in preparation for the event. On the day of the event, put up cones to restrict the use of the parking area for handicapped access only. Shuttled people from the Community Center to the event location via shuttle van. Delivered and set up 50 chairs, as well as removing them and all debris when the event was complete.

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- Coordinated 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-Met with the Fuel System Service Technician regarding
.....a fuel pump issue.
23. ADMIN- Worked during the Grand Opening Ceremony at
.....Timucuan.
24. ADMIN- Dropped off and picked up vehicles as needed for service
.....and repair.

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25. ADMIN- Input Work Orders as needed.
26. ADMIN- Worked with Sensus Technical Support to correctproblems that we were experiencing with the new versionof software.
27. ADMIN- Sat in on interviews for the Crew Leader position that wewere hiring for.
28. ADMIN- Coordinated with Pat Carrico at the Volusia CountyHealth Department during multiple water breaks and BoilWater Notices.
29. ADMIN- Set up for contractor meetings at the Public Worksfacility.
30. ADMIN- Set up fueling access, radio access, and all appropriatepaperwork for the two new employees.
31. ADMIN-Coordinated and sent out invitations for the Public Works.....Director's Luncheon that we are hosting in February.
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).

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IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **42 SEAHAVEN DR.** – Relocated the water meter and box out of driveway for resident.
2. **54 OCEANVIEW AVE.** - Responded to, and investigated a water complaint.
3. **143 BEACH STREET**- Removed Christmas decorations and took them to storage.
4. **143 BEACH STREET** – Repaired sprinklers and adjusted their pattern to avoid spraying onto the building.
5. **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.
6. **143 BEACH STREET** – Replaced two deteriorated fire extinguisher boxes with new ones.
7. **DAVIES PARK**- Removed Christmas decorations and took them to storage.
8. **FIRE DEPT.** – Removed Christmas decorations and took them to storage.
9. **FIRE DEPT.** – Installed a new door latch in the men’s restroom.
10. **HAPPY TAILS PARK** – Removed the Christmas decorations and took them to storage.
11. **LIGHTHOUSE VILLAGE TOWNHOMES**- Backfilled the meter pit.
12. **POLICE DEPT.**- Removed Christmas decorations and took them to storage.
13. **POLLARD PARK** –Removed the old damaged canopy at the tennis court and replaced with a new one.
14. **PUBLIC WORKS**- Broke down the old water meters for recycling.
15. **PUBLIC WORKS** – Reorganized the “B” Building including all water parts, meters, and supplies.
16. **PUBLIC WORKS** – Repaired the cover mechanism for the North Side Gate.
17. **SAILFISH DRIVE** –
18. **TIMUCUAN OAKS** – Placed thermoplastic ADA symbols.
19. **TIMUCUAN OAKS** –
20. **TOWN HALL**- Freshened up the paint on the stairs.
21. **TOWN HALL**- Removed Christmas decorations and took them to storage.
22. **TOWN HALL** -
23. **TOWN HALL** –
24. **WILBUR BAY**- Cut back the sea grapes.

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 | 138,343 | 137,382 | 961 | 31 | 31 |
| 3902 | Jeff Miller | 10,237 | 9,749 | 488 | 15.74 | 31 |

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|------|--------------|--------|--------|-----|-------|----|
| 3903 | John Pierce | 38,523 | 38,127 | 396 | 12.77 | 31 |
| 3904 | Joe Fiorella | 33,368 | 33,186 | 182 | 5.87 | 31 |
| 3905 | Kurt Stromp | 7,710 | 7,144 | 566 | 18.26 | 31 |
| 3906 | Mike Pelger | 25,822 | 25,583 | 239 | 7.71 | 31 |
| 3907 | Ken Jones | 73,661 | 73,237 | 424 | 13.68 | 31 |
| 3908 | Dump Truck | 35,304 | 35,238 | 66 | 2.13 | 31 |

XII. VEHICLE MAINTENANCE NOTES

1. Vehicle # 3908 in for a faulty fuel pump replacement and oil change & service.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works