



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: April 4th, 2017
Subject: Public Works Department Monthly Report for March 2017

I. GENERAL

Description	Qty Month
FP&L Street Light Outage Reports	2
New Water Meters Installed	14
ROW Permits	7
ROW Mechanical Sweeping (Debris Collection)	5yds
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	53
Utility Locates Completed	27
Water Breaks (Las Olas)	1
Work Orders	13

II. MANAGEMENT

1. R.O.W. Inspection at 4759 Riverglen.
2. R.O.W. Inspection at 70 Beverly Hills.

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3. Assisted in brush removal at the Community Center.
4. Assisted in sidewalk removal at S. Peninsula and Oceanway.
5. Returned a call back to, and stopped by 4898 S. Peninsula.
6. Reviewed R.O. W. at 70 Beverly Hills.
7. Attended the P.W. Luncheon.
8. Met with North Turn about sand in the R.O.W.
9. Returned a call to 51 Bay Harbour.
10. Attended the Department Head Meeting.
11. Reviewed R.O.W. permit at 78 Aurora.
12. Reviewed R.O.W. permit at 4870 S. Peninsula.
13. Reviewed R.O.W. permit at 4747 Dixie.
14. Reviewed R.O. W. permit at 4367 S. Peninsula.
15. Met with Jeaneen regarding a sewer pipe at 4870 S. Peninsula.
16. Met with Amy Z. regarding Pollard Park.
17. Performed Job Interviews for the Maint. Tech. I Position.
18. Met with Quentin Hampton & Amy Z. at the Fire Department.
19. Reviewed R.O.W. permit at 114 Old Carriage.

III. STAFF NEWS

1. Our team has been very busy continuing their education. We are proud to announce that Joe Fiorella, Tyler Blewitt, and Dario Moravec, have successfully passed all licensing requirements set forth by the State of Florida Dept. of Environmental Protection, and now possess their Distribution System Licensing. They have each obtained a great deal of knowledge regarding the Water Distribution System here in the Town, and we are proud of them all.
2. We are also pleased to announce that Tyler Blewitt, Joe Fiorella, and Erik Repyneck have now attained the designation of Licensed Stormwater Operator- Level 1. The program is intended to improve the knowledge and competency of stormwater management field personnel by providing high quality, consistent training that assures a recognized level of knowledge and skill. Way to go!

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 HALL – Brush Clearing and Fence Placement- *In Progress*
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 - Water Improvement Project - *Complete*
10. TOWN WIDE - Locate and repair trip hazards on the sidewalks - *Continuous*
11. TOWN WIDE - Post hurricane cleanup efforts – *Complete*
12. TOWN WIDE - WATER – Backflow Prevention Project update sent to County -
.....*Continuous*
13. WATER - Water Quality Testing– *Continuous*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **16,721,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **539,000 gallons.***

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*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. **Ponce Preserves the Planet** - Preparation before the event included hauling in loads of dirt and leveling it out among the walking paths, and trimming the brush back and hauling it off. The day of the Event, we delivered signs to both entrances of Town Hall, and delivered the tables, chairs, traffic cones, tents, etc. Drove the transportation Shuttle during the Event, and removed all prior listed items after the event was over.

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.

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13. ADMIN - Coordinated Meetings for the Public Works General
..... Manager.
14. ADMIN - Worked on additional FEMA paperwork.
15. ADMIN – Scheduled temporary labor to help with the overload of
..... Various duties at this time.
16. ADMIN – Sat in on interviews for the Maintenance Tech. I
..... Position.
17. ADMIN – Organized and attended the Volusia County Public
..... Works Director’s Luncheon at North Turn.
18. ADMIN - Coordinate RMA numbers on faulty Sensus Water Meter
..... Products.
19. ADMIN - Work with Code Enforcement to resolve issues of
..... blocked access to certain meter boxes as well as
..... delinquent backflow devices.
20. ADMIN - Coordinate Maintenance on Public Works Vehicles.
21. 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.
22. ADMIN - Deal with customer complaints and concerns, and
..... follow through with solutions where possible.
23. ADMIN - Coordinate and schedule employees for upcoming
..... training courses.
24. ADMIN - Coordinate licensing and certifications of our employees
..... to Kim in H.R.
25. ADMIN – Met with new employee and prepared all departmental
..... paperwork and fuel access for new hires.
26. ADMIN - Coordinate with FPL regarding Street Light outages.
27. ADMIN - Drop off and pick up vehicles as needed for service
..... and repair.
28. ADMIN - Input Work Orders as needed.
29. ADMIN - Work with Sensus Technical Support to correct
..... problems that we are experiencing.
30. ADMIN - Coordinate with Pat Carrico at the Volusia County
..... Health Department during water breaks and Boil
..... Water Notices.
31. ADMIN – Maintained Weekly Fuel Logs, and performed weekly
..... fuel tank measurements and inspections per FDEP.
32. WATER - Obtain Water Samples & Sent to City of Port Orange
..... for Processing.
33. WATER - Obtain Sample Results, Mail Originals to Volusia
..... County Health Dept.
34. WATER - Read Water Meters (2x / month).
35. WATER - Multiple Rereads, Service Orders & Meter Swaps
..... (2x/ month).
36. WATER- Test and prepare mandated reports for Backflow
..... Devices.
37. MAINTENANCE TECHS - Set A/C (before & after every Council
..... Meeting).
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
..... the Fountains).
41. MAINTENANCE TECHS - Right-of-Way Maintenance
..... (Mowing, Trim Vegetation).

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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
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 - Inventory and Order 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).

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **BEACH STREET** – Removed large tree stump from the retention pond.
2. **143 BEACH STREET** – Prepped for new fencing by removing bushes, bamboo, and old fencing.
3. **143 BEACH STREET** – Checked the irrigation for proper function.
4. **COMMUNITY CENTER** – Removed overgrown brush.
5. **COMMUNITY CENTER** – Completed replacing the rest of the light bulbs.
6. **DAVIES PARK** – Replaced the hardware for the infant swing.
7. **DAVIES PARK** – Replaced malfunctioning irrigation heads.
8. **ELBERS SUNSET PARK** – Did a complete clean up.
9. **FIRE DEPT.** - Thoroughly cleaned the a/c coils.
10. **FIRE DEPT.** – Spread new mulch as needed.
11. **FIRE DEPT.** – Installed new lighting on north side exterior.
12. **HAPPY TAILS** – Spread new mulch as needed.
13. **OCEANWAY & S. PENINSULA** – Tore up and removed the old sidewalk in preparation for the new one.
14. **OCEANWAY & S. PENINSULA** – Poured a new sidewalk
15. **PACETTI CEMETERY**- Trimmed overgrown brush, and did an overall cleanup.
16. **POLLARD PARK** – Spread new mulch as needed.
17. **PONCE PRESERVE** – Repaired the exercise bar & overhead signs.
18. **PUBLIC WORKS** –Thoroughly cleaned the a/c coils.
19. **PUBLIC WORKS** – Spread new mulch as needed.
20. **PUBLIC WORKS** – Removed and recycled a truck load of scrap metal.
21. **PUBLIC WORKS** – Cut up and removed the old South Gate in preparation for the new gate that is being installed.
22. **TOWN HALL** – Spread new mulch as needed.
23. **TOWN HALL** – Replaced two damaged light poles and fixtures

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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 (MARCH)
3901	Keith Gunter	11,783	11,076	707	23	31
3902	Jeff Miller	17,671	17,153	518	17	31
3903	Dario Moravec	45,812	45,615	197	6	31
3904	Joe Fiorella	36,756	36,429	327	11	31
3905	Tyler Blewitt	15,524	14,829	695	22	31
3906	Erik Repyneck	32,543	31,877	666	21	31
3907	Ken Jones	78,724	78,443	281	9	31
3908	Various	142,290	142,068	222	7	31
3915	Dump Truck	37,704	37,508	196	6	31

XII. VEHICLE MAINTENANCE NOTES

1. Vehicle #3908 – Replaced brakes, calipers, rotors, and a rear tail light assembly.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works