



MEMORANDUM
TOWN OF PONCE INLET-PUBLIC WORKS 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: September 6th, 2017
Subject: Public Works Department Monthly Report for August 2017

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	13
ROW Permits (Anchor, Beach, Candlewood)	3
ROW Mechanical Sweeping (Debris Collection)	3.5 YDS
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	120
Utility Locates Completed	26
Water Breaks (Mar Azul)	1
Work Orders	15

II. MANAGEMENT

1. Returned a call to a resident at 82 Buschman.
2. Met with 117 Anchor Drive regarding storm drain concerns.

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3. Attended a meeting in regards to Pollard Park.
4. Attended a Department Head Luncheon.
5. Spoke to the resident at 54 Jana regarding moving their water meter location.
6. Returned a call to 121 Marie Drive regarding stormwater.
7. Inspected the sidewalk at Harbour Village.
8. Performed a right-of-way inspection at 4330 Candlewood Lane.
9. Performed a right-of-way inspection at 126 Anchor.
10. Meeting on Pollard Park plan review.
11. Sprayed invasive grass at Ponce Preserve.
12. Called 4737 S. Atlantic regarding a water meter.
13. Met with Kim McColl to review Fixed Assets.
14. Met with Amy Z. regarding an upcoming event at Ponce Preserve.
15. Met with 58 Calumet regarding a street light issue.
16. Performed a right-of-way inspection at 121 Beach Street.
17. Met with the sign contractor regarding placement of the directional signs.
18. Met with 54 Inlet Point Blvd. regarding replacement of their trees.
19. Attended the Council Meeting.
20. Met with Aref to discuss the sidewalk on Inlet Harbor Road.
21. Attended the Public Works Expo.

III. STAFF NEWS

1. Jeff Miller attended the Florida Rural Water Association Conference where he completed his Continuing Education requirements. He was able to renew his Water Distribution System License.

IV. PROJECTS

1. PUBLIC WORKS – Fuel System audit and inspection – *Complete*
2. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
3. TOWN HALL – Replacement of the Emergency Generator for Town Hall and the Police Department – *In Progress*
4. TOWN WIDE - Hydrant Flushing - *Continuous*
5. TOWN WIDE - Water Meter Replacement - *In Progress*
6. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
7. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
8. TOWN WIDE - Locate and repair trip hazards on the sidewalks - *Continuous*
9. TOWN WIDE – Cleaning out Storm Drains – *In Progress*
10. TOWN WIDE – Installation of a new Directional Signs on Inlet Harbor & S. Peninsula, Beach Street & S. Peninsula, and Inlet Harbor & S. Atlantic – *Complete*
11. WATER - Water Quality Testing– *Continuous*
12. WATER – Backflow Prevention Compliance – *Continuous*
13. WATER - Lead and Copper Testing - *Complete*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **13,671,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **441,000 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

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 - Coordinated Meetings for the Public Works General
..... Manager.
14. ADMIN - Coordinate RMA numbers on faulty Sensus Water Meter
.....Products.

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15. ADMIN - Work with Code Enforcement to resolve issues of
..... blocked access to meter boxes, as well as delinquent
..... backflow devices.
16. ADMIN - Coordinate Maintenance on Public Works Vehicles.
17. ADMIN – Phone Conference with the Sensus Meter Rep
.....to address software issues.
18. ADMIN - Deal with customer complaints and concerns, and
.....follow through with solutions where possible.
19. ADMIN - Coordinate and schedule employees for upcoming
.....training courses.
20. ADMIN - Coordinate licensing and certifications of our employees
.....to Kim in H.R.
21. ADMIN- Schedule Hepatitis Vaccinations for employees.
22. ADMIN - Coordinate with FPL regarding Street Light outages.
23. ADMIN - Drop off and pick up vehicles as needed for service
.....and repair.
24. ADMIN - Input Work Orders as needed.
25. ADMIN - Work with Sensus Technical Support to correct
.....problems that we are experiencing.
26. ADMIN - Coordinate with Pat Carrico at the Volusia County
.....Health Department during water breaks and Boil
.....Water Notices.
27. ADMIN- Provided compliance during the Lead and Copper Water
..... Testing through the Volusia County Health Dept.
28. ADMIN – Maintain Weekly Fuel Logs, and perform weekly
..... fuel tank measurements and inspections per FDEP.
29. ADMIN – Provided compliance during the Fuel System Audit with
..... the Department of Environmental Protection.
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).
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.

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- 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**- Stained the wood fence.
- 2. **143 BEACH STREET** – Removed a problematic wasp nest.
- 3. **DAVIES PARK** – Replaced a broken door handle on the restroom door.
- 4. **FIRE DEPARTMENT** – Repaired the picket fence.
- 5. **FIRE DEPARTMENT** – Replaced damaged tiles.
- 6. **HAPPY TAILS DOG PARK**- Sprayed for bugs.
- 7. **INLET HARBOR ROAD** – Corrected a drainage issue by constructing a drain for excess water, and stabilizing it with sod.
- 8. **PACETTI CEMETARY** – Cleaned up the excess brush and weeds.
- 9. **PONCE PRESERVE** – Removed broken sidewalk lighting.
- 10. **SAILFISH DRIVE** – Fixed low spots in the road and graded it.
- 11. **TOWN HALL** – Repaired broken irrigation lines.
- 12. **TOWN HALL** – Replaced the drinking fountain.
- 13. **TOWN HALL** – Placed dirt and sod to stabilize an eroding spot on the hill.
- 14. **TOWN HALL** – Removed some problematic trees.

X. NOTES

- i. Foreclosures – N/A
- ii. Vandalism – Painting on the wall in the women’s restroom at Timucuan.

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 (August)
3901	Keith Gunter	17,114	16,081	1,033	33	31
3902	Jeff Miller	20,479	19,845	634	20	31
3903	Eric Ruiz	47,830	47,179	651	21	31
3904	Todd Hull	38,041	37,690	351	11	31
3905	Tyler Blewitt	18,132	17,525	607	20	31
3906	Erik Repyneck	35,277	34,664	613	20	31
3907	Ken Jones	80,290	79,994	296	10	31
3908	Dario Moravec	N/A	N/A	N/A	N/A	31
3915	Dump Truck	38,547	38,306	241	8	31

XII. VEHICLE MAINTENANCE NOTES

N/A

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works