



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: November 6th, 2017
Subject: Public Works Department Monthly Report for October 2017

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	1
ROW Permits (Anchor Drive)	1
ROW Mechanical Sweeping (Debris Collection)	11 yds
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	90
Utility Locates Completed	17
Water Breaks (Bay Harbour)	1
Work Orders	14

II. MANAGEMENT

1. Returned a call to Down the Hatch regarding debris.
2. Attended the Department Head Meeting.

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3. Met with Ponce Villas regarding a water issue.
4. Attended an After-Action Meeting regarding Hurricane Irma.
5. Attended the Parks & Rec Meeting.
6. Attended the Special Events Meeting.
7. Reviewed the Sewer Master Plan.
8. Attended the Inlet Harbor Sidewalk Meeting.
9. Shut off the water to Ponce Villas while work was being performed.
10. Attended the North Turn Race Meeting.
11. Repaired a water break on Bay Harbour Drive.
12. Attended the Department Head Meeting.
13. Attended the Parks & Rec Luncheon.
14. Reviewed a Right-of-Way permit for 128 Anchor Drive.
15. Attended the Council Meeting.
16. Met with Votran regarding ADA Bus Stop locations.
17. Met with the bus stop contractor regarding ADA Bus Stop locations.
18. Met with the air conditioning contractor regarding the Fire Dept. air conditioning.
19. Contacted 4342 S. Atlantic regarding questions on their water bill.
20. Met with Port Orange regarding a sewer issue at Jerry's Pizza.
21. Met with Inlet Harbor regarding the sidewalk.
22. Performed an inspection on Inlet Harbor's sidewalk.

III. STAFF NEWS

1. We are pleased to announce that **Amy Dowling, Todd Hull, and Dario Moravec** 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!
2. **Erik Repyneck** attended a course offered by Florida Water & Pollution Control Operators Association (F.W.P.C.O.A.) October 2nd to 6th in Osteen, FL. This Water Distribution Course provided the requisite training required by the Florida Department of Environmental Protection for Water Distribution System Operators to take the Florida Operator Licensing Exam. We are proud of his hard work; great job!
3. This month, three employees attended a local Total Traffic Control course that was offered in Daytona Beach. The course focused on Work Zone Traffic Control. This is an important function necessary in providing a safe environment in those areas where workers and transportation modes may compete for common space. In order to operate safely in this environment, proper training is crucial for all employees. **Todd Hull, Erik Repyneck, and Eric Ruiz** all completed the course successfully and are now Certified through the FDOT.

IV. PROJECTS

1. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
2. TOWN HALL – Replacement of the Emergency Generator for Town Hall and the Police Department – *In Progress*
3. TOWN WIDE - Hydrant Flushing - *Continuous*
4. TOWN WIDE - Water Meter Replacement - *In Progress*
5. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
6. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
7. TOWN WIDE - Locate and repair trip hazards on the sidewalks - *Continuous*
8. TOWN WIDE – Cleaning out Storm Drains – *In Progress*
9. TOWN WIDE – Pumping down retention ponds – *In Progress*
10. WATER - Water Quality Testing– *Continuous*

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11. WATER – Backflow Prevention Compliance – *Continuous*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **12,207,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **394,000 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.
2. **Ponce Memorial Ceremony** – Prepared for the ceremony by setting up 150 chairs, delivering and covering the statue, and after the event, cleaning up and removing the statue and all chairs.
3. **Parks & Rec. Luncheon** - Set up the Council Chambers for the Parks & Rec Luncheon. Placed tables and chairs, and provided the cooler with ice. After completion of the meeting, cleaned up, and replaced the chairs and tables.

VIII. MONTHLY TASKS

1. ADMIN - Review Water Reads (2x / month).

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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.
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 – Meeting with the Sensus Meter Representative on
..... some warranty concerns.
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 – Maintain Weekly Fuel Logs, and perform weekly
..... fuel tank measurements and inspections per FDEP.
28. ADMIN – Worked extensively on Hurricane Irma preparations.
29. ADMIN – Schedule for service with the Fuel Pump Contractor.
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-PotStations.
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 - Deliver Recycle Bins.
45. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
46. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
47. JANITORIAL - Inventory and Order Janitorial Supplies.
48. PW, TH, PD, FD, CC, Museum - Buildings & GroundsMaintenance.
49. TH/PD/FD/PW - Routine Generator Maintenance.
50. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-upSigns & preparation for Private Events).

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **FIRE DEPARTMENT** – Removed and replaced the old tile in the lobby.
2. **FIRE DEPARTMENT** – Repaired the overhead door that wasn't closing properly.
3. **FIRE DEPARTMENT** – Checked malfunctioning air conditioning unit; scheduled replacement.
4. **HAPPY TAILS DOG PARK**- Prepared the park for placement of the Ponce Memorial Statue.
5. **PONCE PRESERVE**- Removed fallen palm and tree debris from the trails.
6. **PUBLIC WORKS** – Disassembled old water meters for disposal.
7. **SAILFISH DRIVE** – Prepped and graded.
8. **TOWNWIDE** – Straightened sign poles and replaced street signs as needed.
9. **TOWN HALL** – Repaired fencing that was damaged by wind.
10. **WILBUR BAY** – Repaired fencing that was damaged by wind.

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	19,272	18,164	1,108	36	31
3902	Jeff Miller	21,565	21,014	551	18	31
3903	Eric Ruiz	49,137	48,622	515	17	31
3904	Todd Hull	38,680	38,324	356	11	31
3905	Tyler Blewitt	19,261	18,638	623	20	31
3906	Erik Repyneck	36,146	35,675	471	15	31
3907	Ken Jones	N/A	80,494	N/A	N/A	31
3908	Dario Moravec	N/A	N/A	N/A	N/A	31
3915	Dump Truck	38,775	38,379	396	13	31

XII. VEHICLE MAINTENANCE NOTES

#3906 – Water pump replacement.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works