



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: March 5th, 2018
Subject: Public Works Department Monthly Report for February 2018

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	3
ROW Permits (S. Peninsula, Ponce de Leon, Bay Harbour)	3
ROW Mechanical Sweeping (Debris Collection)	4 YDS
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	92
Utility Locates Completed	13
Water Breaks	0
Work Orders	13

II. MANAGEMENT

1. Attended Vettes at the Light meeting.
2. Met with the monument contractor.
3. Performed a right-of way permit review at 4783 S. Peninsula.
4. Met with Volusia County regarding repairs on S. Atlantic Ave.
5. Marked water services on S. Atlantic Ave.
6. Performed a data read on the water meter at 4611 Oak Hammock Ct.
7. Called AT&T regarding an upcoming project.
8. Repaired potholes at Town Hall, and on Oceanview Ave.
9. Dropped off water bills to Harbour Village.
10. Supervised water tap at 4299 S. Atlantic Ave.
11. Attended training on the new backup generator at the Police Department.
12. Attended the Department Head meeting.
13. Performed a right-of-way review at 127 Ponce de Leon Circle.
14. Looked at a water meter at 121 Beach Street.
15. Attended a meeting with Florida Power & Light
16. Returned a call to a resident regarding Votran sign concerns.
17. Returned a call to 4699 S. Atlantic Ave. regarding power poles.
18. Spoke with Volusia County regarding crosswalks.
19. Returned a call to 4338 S. Atlantic Ave. about the paving project.
20. Performed a right-of-way permit review at 60 Bay Harbour.

III. STAFF NEWS

1. Dario Moravec- Successfully completed the Backflow Repair course offered through F.W.P.C.O.A. It included classroom instruction and hands-on training that utilized a backflow prevention assembly wet lab. Students were able to disassemble a double check assembly, reduced pressure principle assembly, pressure vacuum breaker, and spill resistant pressure vacuum breaker. The course was 24 hours in length, and will prepare Dario for any necessary future repairs necessary.

IV. PROJECTS

1. PUBLIC WORKS – North Gate Replacement – *In Progress*
2. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
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 – *Complete*
10. TOWN WIDE – Trimming Palm Trees in the Right-of Ways and at Town Facilities - *Complete*
11. WATER - Water Quality Testing– *Continuous*

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12. WATER – Backflow Prevention Compliance – *Continuous*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **12,856,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **459,000 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. **Living Legends Parade- Prepped the Beach Accesses by cleaning, prepping, and repainting them. Delivered cones and barricades in preparation for the event, and removed said items afterwards.**
- 2.

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.

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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 – Phone consult with the Sensus Meter Representative on
..... a technical issue.
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 – Scheduled fuel tank replacement with the Fuel Tank
..... Contractor.
29. WATER - Obtain Water Samples & Send to City of Port Orange
..... for Processing.
30. WATER - Obtain Sample Results, Mail Originals to Volusia
..... County Health Dept.
31. WATER - Read Water Meters (2x / month).
32. WATER - Multiple Rereads, Service Orders & Meter Swaps
..... (2x/ month).
33. WATER- Test and prepare mandated reports for Backflow
..... Devices.
34. MAINTENANCE TECHS - Set A/C (before & after every Council
..... Meeting).
35. MAINTENANCE TECHS - Check Stormwater System.
36. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
37. MAINTENANCE TECHS - Stormwater Retention Pond.
.....Maintenance (Mowing, Treatments & Service Work on
..... the Fountains).

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38. MAINTENANCE TECHS - Right-of-Way Maintenance
(Mowing, Trim Vegetation).
39. MAINTENANCE TECHS - Boat Ramp Dock Inspections &
.....Maintenance.
40. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot
.....Stations.
41. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders &
.....Patch Holes.
42. MAINTENANCE TECHS - Street Sign Maintenance &
.....Replacement (Due to age, weather, vandalism and theft).
43. MAINTENANCE TECHS - Deliver Recycle Bins.
44. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
45. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
46. JANITORIAL - Inventory and Order Janitorial Supplies.
47. PW, TH, PD, FD, CC, Museum - Buildings & Grounds
.....Maintenance.
48. TH/PD/FD/PW - Routine Generator Maintenance.
49. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up
.....Signs & preparation for Private Events).

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **DAVIES LIGHTHOUSE PARK** – Removed old railroad ties.
2. **FIRE DEPARTMENT** – Repaired sprinklers.
3. **FIRE DEPARTMENT** – Changed out dusk to dawn light.
4. **FIRE DEPARTMENT** – Repaired soffit.
5. **FIRE DEPARTMENT** – Repaired the drinking fountain.
6. **HAPPY TAILS DOG PARK** – Sprayed the park for fleas.
7. **NORTH TURN** – Painted the checkerboard crosswalk.
8. **SOUTH TURN** – Painted the checkerboard crosswalk.
9. **POLICE DEPARTMENT** – Placed new sod.
10. **PONCE PRESERVE**- Graded the parking lot.
11. **PUBLIC WORKS** – Repaired broken sprinkler heads and wiring.
12. **PUBLIC WORKS** – Pressure washed the buildings.
13. **S. PENINSULA TOWN SIGN** – Repaired an electrical issue.
14. **TOWN HALL** – Replaced the halyard on the flagpole.
15. **TOWN HALL** – Repaired sprinklers.
16. **TOWNWIDE** – Cleaned out storm drains.
17. **TOWNWIDE** – Trimmed palm trees.
18. **WINTERHAVEN PARK** – Placed new sod.

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 (February)
3901	Keith Gunter	23,153	22,331	822	28	28
3902	Jeff Miller	23,283	22,859	454	15	28
3903	Eric Ruiz	51,056	50,392	664	24	28
3904	Todd Hull	40,480	40,168	312	11	28
3905	Tyler Blewitt	21,299	20,876	423	15	28
3906	Erik Repyneck	38,322	37,935	387	14	28
3907	Ken Jones	81,630	81,366	264	9	28
3908	Dario Moravec	N/A	N/A	N/A	N/A	28
3915	Dump Truck	39,474	39,233	241	9	28

XII. VEHICLE MAINTENANCE NOTES

1. #3915- Repaired a pinion seal.
2. #3904- Oil change and tire rotation.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works