



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: June 2nd, 2018
Subject: Public Works Department Monthly Report for May 2018

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	3
ROW Permits (Michael Lane, Marie Drive)	2
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	90
Utility Locates Completed	24
Water Breaks (Las Olas)	1
Work Orders	18

II. MANAGEMENT

1. Attended the Department Head Luncheon.
2. Met with the Air Conditioning Contractor.
3. Met with the Fuel Contractor.
4. Followed up with the Fence Contractor at Pacetti Cemetery.

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5. Met with the Bus Stop Pad Contractor.
6. Attended the Pre-Bid Meeting.
7. Returned a call to 46 Sundunes regarding easements.
8. Met with the Contractor at Pollard Park.
9. Worked on FEMA paperwork for Kim Cherbano.
10. Met with 109 Beach Street in regards to sewer.
11. Attended the Public Works Luncheon.
12. Worked on the budget.
13. Returned a call to 45 Sundunes regarding the walkover.
14. Attended a Special Meeting on dredging.
15. Reviewed the Town's property schedule.
16. Returned a call to a Moving Company regarding low hanging trees.
17. Called Volusia County regarding turtle lighting.
18. Performed a right-of-way review for 4791 Michael Lane.
19. Attended the Department Head Meeting.
20. Called Volusia County regarding the ADA Cross Walks.
21. Returned a call to a resident on Tina Maria regarding overgrown vegetation.
22. Attended the Bid Opening Meeting.
23. Attended the Council Meeting.
24. Returned a call to 79 Cindy Lane regarding sewer.
25. Met with 78 Jennifer Circle regarding the retention pond.
26. Helped install the footers for the License Plate Readers.
27. Performed a right-of-way review for 120 Marie Drive.
28. Called Volusia County regarding inspections for the License Plate Readers.
29. Returned a call to Paul Roxenburg regarding his Stormdrain.

III. STAFF NEWS

1. **Public Works Employees-** All employees attended online training and certification through FEMA encompassing applicable emergency preparedness, and response and recovery procedures.

IV. PROJECTS

1. 143 BEACH STREET – Landscape replenishment- *Complete*
2. N. TOWN LIMITS – License Plate Reader Placement – *In-Progress*
3. PUBLIC WORKS – Fuel Pump Replacement – *Complete*
4. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
5. TOWN WIDE - Hydrant Flushing - *Continuous*
6. TOWN WIDE - Water Meter Replacement - *Complete*
7. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
8. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
9. TOWN WIDE - Locate and Repair Trip Hazards on the Sidewalks - *Continuous*
10. TOWN WIDE – Cleaning Out Storm Drains – *Complete*
11. WATER - Water Quality Testing– *Continuous*
12. WATER – Backflow Prevention Compliance – *Continuous*
13. WATER – Consumer Confidence Report – *In Progress*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: 12,849,000 gallons.*
2. Water Consumption for the month – *Average Daily Use: 414,000 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. **VETERAN'S MEMORIAL DAY CEREMONY** - Prepared the Park by mowing, removing loose leaves, treating for ants, and overall Park cleanup. Public Works took delivery of the chairs prior to the Event, and delivered them to the site on the day of the Event. Helped with setup of the chairs, helped remove and tear down after the Event, and returned the chairs to the Public Works Facility to be picked up by the Chair Rental Company.
2. **VETTES AT THE LIGHT** - Prepared the Park for the Event, and placed orange flags at each sprinkler head to increase visibility. Turned off the sprinklers, and turned on the electricity. Delivered barricades, event parking signs, handicapped parking signs, and boat-ramp closed signs. Removed trash after the event and cleaned up the Park.

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- Worked extensively on Budget preparation.
5. ADMIN - Prepare Public Works Monthly Status Report.
6. ADMIN - Prepare Monthly Fuel Consumption Reports.
7. ADMIN - Prepare Service Orders for Meter re-reads, Occupant
.....Changes, Suspected Meter issues, etc.
8. ADMIN –Close- out Service Orders after they are completed by
.....the Technicians.
9. ADMIN - Maintain Fuel System; Vehicle Database
.....Updates/Modifications.
10. ADMIN - Research & Coordinate Vendor Quotes.

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11. ADMIN - Maintain Records for Backflow Prevention Device
.....Testing of all Commercial, Multi Family & Government
.....Facilities Town-Wide.
12. ADMIN - Coordinate Removal of Deceased Animals with Waste
.....Mgmt.
13. ADMIN - Coordinate Removal of Residential Yard Debris with
.....Waste Mgmt.
14. ADMIN - Coordinated Meetings for the Public Works General
..... Manager.
15. ADMIN - Coordinate RMA numbers on faulty Sensus Water Meter
.....Products.
16. ADMIN – Coordinated FEMA training/testing/certifications for
17. all Public Works Employees.
18. ADMIN - Work with Code Enforcement to resolve issues of
..... blocked access to meter boxes, as well as delinquent
..... backflow devices.
19. ADMIN - Coordinate Maintenance on Public Works Vehicles.
20. ADMIN - Deal with customer complaints and concerns, and
.....follow through with solutions where possible.
21. ADMIN - Coordinate and schedule employees for upcoming
.....training courses.
22. ADMIN - Coordinate licensing and certifications of our employees
.....to Kim in H.R.
23. ADMIN - Coordinate with FPL regarding Street Light outages.
24. ADMIN - Drop off and pick up vehicles as needed for service
.....and repair.
25. ADMIN - Input Work Orders as needed.
26. ADMIN - Work with Sensus Technical Support to correct
.....problems that we are experiencing.
27. ADMIN - Coordinate with the Volusia County Health Department
..... during water breaks and Boil Water Notices.
28. ADMIN – Maintain Weekly Fuel Logs, and perform weekly
..... fuel tank measurements and inspections per FDEP.
29. ADMIN – Hosted the Volusia County Public Works Luncheon.
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.

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- 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 of 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. **143 BEACH STREET**– Planted new landscaping.
- 2. **DAVIES PARK** – Painted the restrooms.
- 3. **FIRE DEPARTMENT** – Replaced the faucet in the women’s restroom.
- 4. **FIRE DEPARTMENT** – Investigated a leak in the northeast bunkroom.
- 5. **HAPPY TAILS DOG PARK** – Sprayed for insects.
- 6. **POLICE DEPARTMENT** – Replaced a leaky faucet.
- 7. **POLICE DEPARTMENT** – Repaired a toilet.
- 8. **POLICE DEPARTMENT** – Painted light poles.
- 9. **PONCE PRESERVE** – Graded parking area.
- 10. **PONCE PRESERVE** – Restored the dirt trails.
- 11. **PONCE PRESERVE** – Repaired the handrail.
- 12. **PUBLIC WORKS** – Placed new warning decals on fuel tanks.
- 13. **PUBLIC WORKS** – Straightened and organized shop buildings.
- 14. **TIMUCUAN** – Restored the dirt trails.
- 15. **TOWN HALL** – Painted light poles.

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 (MAY)
3901	Keith Gunter	26,322	25,383	939	30	31
3902	Jeff Miller	24,702	24,177	525	17	31
3903	Eric Ruiz	53,132	52,334	798	26	31
3904	Floater	41,393	40,892	501	16	31
3905	Tyler Blewitt	22,759	22,327	432	14	31
3906	Erik Repyneck	40,125	39,527	598	19	31
3907	Ken Jones	82,452	82,180	272	9	31
3908	Dario Moravec	N/A	N/A	N/A	N/A	31
3915	Dump Truck	39,757	39,661	96	3	31

XII. VEHICLE MAINTENANCE NOTES

N/A

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works