



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: August 2nd, 2018
Subject: Public Works Department Monthly Report for July 2018

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	5
ROW Permits (S. Peninsula, Pompano, Daggett Cove, S. Peninsula)	4
ROW Mechanical Sweeping (Debris Collection)	4 YDS
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	72
Utility Locates Completed	20
Water Breaks (Inlet Point Blvd)	1
Work Orders	15

II. MANAGEMENT

1. Helped repair water break at 74 Inlet Point Blvd.
2. Returned a call to a resident regarding the crosswalk on S. Atlantic Ave.
3. Called Jake in the Planning Dept. regarding sewer service at 4753 S. Peninsula.
4. Helped repair a water break at 74 Inlet Point Blvd.

Public Works Monthly Report ~ July 2018

5. Helped locate water lines at 74 Inlet Point Blvd.
6. Performed a right-of-way review at 4753 S. Peninsula Drive.
7. Performed a water service review at 4885 S. Atlantic Ave.
8. Performed a water service review at 4552 S. Peninsula Drive.
9. Attended the Budget Workshop.
10. Performed a right-of-way review at 46 Pompano.
11. Performed a water service review at 4530 S. Atlantic Ave.
12. Attended the Council Meeting.
13. Met with Mead & Hunt regarding standard construction details.
14. Met with Margo regarding fixed assets.
15. Performed a right-of-way review for 1 Daggett Cove Drive.
16. Performed a right-of-way review for 4865 S. Peninsula Drive.
17. Attended a hurricane preparedness meeting at DEP.
18. Met with 4923 Sailfish Drive regarding the roadway.

III. STAFF NEWS

1. The Public Works staff attended a safety meeting, and watched a video on the "Prevention of Heat Stress".

PROJECTS

1. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
2. TOWN WIDE - Hydrant Flushing - *Continuous*
3. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
4. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
5. TOWN WIDE - Locate and Repair Trip Hazards on the Sidewalks – *Continuous*
6. TOWN WIDE – Inspected and certified Town-owned property backflows - *Complete*
7. WATER - Water Quality Testing– *Continuous*
8. WATER – Backflow Prevention Compliance – *Continuous*

IV. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **14,672,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **473,000 gallons.***

*Duties listed below are **IN ADDITION** to Primary Routine Assignments and Work Orders*

V. 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

Public Works Monthly Report ~ July 2018

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

VI. EVENTS

1. **Employee Barbeque-** Set up tables and chairs, provided the grill and propane, coolers and ice, and cleaned up after the Event.

VII. 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 NPDES Permitting with FDEP.
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.
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.

Public Works Monthly Report ~ July 2018

24. ADMIN - Drop off and pick up vehicles as needed for serviceand repair.
25. ADMIN - Input Work Orders as needed.
26. ADMIN - Work with Sensus Technical Support to correctproblems that we are experiencing.
27. ADMIN - Coordinate with the Volusia County Health Department during water breaks and Boil Water Notices.
28. ADMIN – Worked with Volusia County Health Dept. on watertesting.
29. ADMIN – Maintain Weekly Fuel Logs and perform weekly fuel tank measurements and inspections per FDEP.
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-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 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).

VIII. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **143 BEACH STREET** – Repaired damaged stairs on Post Office and Museum.
2. **143 BEACH STREET** – Stained decking.
3. **143 BEACH STREET** – Repaired the back door and restroom doors.
4. **DAVIES PARK** – Striped the parking spaces at the boat parking lot.
5. **DAVIES PARK** – Painted curbs at the boat ramp.
6. **FIRE DEPARTMENT** – Replaced the water spigot on the SE side of the building.
7. **INLET POINT BLVD.** – Repaired the pump in the retention pond.

Public Works Monthly Report ~ July 2018

- 8. **OLD CARRIAGE** – Removed old thermoplastic from the street.
- 9. **POLICE DEPT** – Placed protective rubber feet on the chairs in the break room.
- 10. **PONCE PRESERVE** – Removed graffiti from the tower and repaired broken boards.
- 11. **TIMUCUAN** – Repaired the soap dispenser in the men’s restroom.
- 12. **TOWN HALL** – Moved boxes into records storage room.
- 13. **TOWN HALL** – Repaired broken sprinkler heads.

IX. NOTES

- i. **Foreclosures** – N/A
- ii. **Vandalism** – Damage to the Lookout Tower in Ponce Preserve

X. 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 (JULY)
3901	Keith Gunter	28,349	27,356	993	32	31
3902	Jeff Miller	25,877	25,250	627	20	31
3903	Eric Ruiz	54,358	53,568	790	25	31
3904	Floater	42,129	41,782	347	11	31
3905	Tyler Blewitt	23,822	23,290	532	17	31
3906	Erik Repyneck	41,420	40,861	559	18	31
3907	Ken Jones	83,050	82,764	286	9	31
3908	Dario Moravec	N/A	N/A	N/A	N/A	31
3915	Dump Truck	39,969	39,873	96	3	31

XI. VEHICLE MAINTENANCE NOTES

- 1. **#3904** – Oil change and tire rotation.
- 2. **#3905** – Replaced front windshield.

Prepared & Submitted By:

Reviewed & Submitted By:

Amy Dowling, Admin. Assistant

Keith Gunter, General Manager of Public Works