



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

I. GENERAL

| Description | Qty. Month |
|---|-----------------------|
| FP&L Street Light Outage Reports | 0 |
| New Water Meters Installed | 2 |
| ROW Permits (Dixie Drive) | 1 |
| ROW Mechanical Sweeping (Debris Collection) | 4 |
| Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.) | 58 |
| Utility Locates Completed | 16 |
| Water Breaks (Tidewater Condominiums) | 1 |
| Work Orders | 13 |

II. MANAGEMENT

1. Attended a meeting regarding Pollard Park.
2. Performed a right-of-way review at 4734 Dixie Drive.
3. Responded to a water break at Tidewater Condominiums.
4. Attended a Special Events meeting.

Public Works Monthly Report ~ August 2018

5. Met with Mead & Hunt regarding stormwater.
6. Met with Ponce Inlet Community Center regarding the addition of new plants.
7. Worked on the decorative fountain at Timucuan.
8. Sprayed the pepper trees at Timucuan and Ponce Preserve.
9. Reviewed the Town's Design Standards.
10. Returned a call to Towers 6 regarding a water issue.
11. Attended a Council meeting.
12. Helped repair the fire hydrant on Beach Street.

III. STAFF NEWS

N/A

IV. PROJECTS

1. N. TOWN LIMITS – License Plate Reader Placement – *Complete*
2. PONCE PRESEVE – Replacement of Floating Docks- In Progress
3. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
4. TOWN WIDE - Hydrant Flushing - *Continuous*
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 – *Continuous*
9. WATER - Water Quality Testing– *Continuous*
10. WATER – Backflow Prevention Compliance – *Continuous*
11. WATER – Consumer Confidence Report – *Complete*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **13,551,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **437,000 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

Public Works Monthly Report ~ August 2018

11. **WILBUR BAY WETLANDS** – 4324 S. Peninsula Drive

VII. EVENTS

1. **CANDIDATE FORUM**- Set up for and cleaned up the Community Center after the event.
2. **FIRE CHIEFS MEETING**- Set up for and cleaned up after the meeting at Town Hall.

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.
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.

Public Works Monthly Report ~ August 2018

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. 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).
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 of 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. **143 BEACH STREET**– Painted steps.
2. **143 BEACH STREET** – Placed new mulch.
3. **DAVIES PARK** – Painted parking bumpers.
4. **FIRE DEPARTMENT** – Placed new mulch.
5. **FIRE DEPARTMENT** – Repaired broken irrigation.
6. **HAPPY TAILS DOG PARK** – Sprayed for insects.
7. **POLICE DEPARTMENT** – Repaired broken irrigation.
8. **POLICE DEPARTMENT** – Replaced some damaged steps.
9. **PONCE PRESERVE** – Installed new informational sign.
10. **PONCE PRESERVE** – Repaired broken bench.
11. **PONCE PRESERVE** – Repaired broken sign.
12. **PONCE PRESERVE** – Graded parking lot area.
13. **PUBLIC WORKS** – Replaced missing shingles on roof.
14. **PUBLIC WORKS** – Cleaned up and organized shop.

Public Works Monthly Report ~ August 2018

15. **SAILFISH DRIVE** – Replenished shell and graded the road.
16. **S. ATLANTIC AVE** – Painted mile markers.
17. **S. PENINSULA**- Placed asphalt on shoulders of the road.
18. **S. PENINSULA** – Painted mile markers.
19. **TIMUCUAN** – Repaired decorative fountain.
20. **TOWN HALL** – Repaired some damaged steps.
21. **TOWN HALL** – Repaired the vinyl fence slats.
22. **TOWN LIMITS**- Placed skirting on LPR's.

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 (AUGUST) |
|----------------|----------------|--------------------------|---------------------------|-----------------------|---------------------|--------------------------|
| 3901 | Keith Gunter | 29,213 | 28,349 | 864 | 28 | 31 |
| 3902 | Jeff Miller | 26,528 | 25,877 | 651 | 21 | 31 |
| 3903 | Eric Ruiz | 55,114 | 54,358 | 756 | 24 | 31 |
| 3904 | Floater | 42,551 | 42,129 | 422 | 14 | 31 |
| 3905 | Tyler Blewitt | 24,515 | 23,822 | 693 | 22 | 31 |
| 3906 | Erik Repyneck | 42,038 | 41,420 | 618 | 20 | 31 |
| 3907 | Ken Jones | 83,296 | 83,050 | 246 | 8 | 31 |
| N/A | Dario Moravec | N/A | N/A | N/A | N/A | 31 |
| 3915 | Dump Truck | 40,097 | 39,969 | 128 | 4 | 31 |

XII. VEHICLE MAINTENANCE NOTES

1. #3904 – Oil change and tire rotation.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works