



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

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	7
ROW Permits (Candlewood, Glenview, Candlewood)	3
ROW Mechanical Sweeping (Debris Collection)	4 yds.
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	76
Utility Locates Completed	27
Water Breaks (Marie Drive)	1
Work Orders	10

II. MANAGEMENT

1. Met with a Landscape Contractor at Timucuan.
2. Met with Mead & Hunt regarding landscaping at Pollard Park.
3. Spoke with a resident regarding a speeding issue on Beach Street.
4. Met with a Generator Contractor.

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5. Helped spread mulch at Davies Park.
6. Helped demo the floating dock at Ponce Preserve.
7. Took pictures of street signs for Kim C.
8. Performed a right-of-way review at 4355 Candlewood Lane.
9. Performed a right-of-way inspection at 76 Glenview.
10. Attended a Budget Meeting.
11. Met with the Concrete Contractor regarding a wasp nest.
12. Supervised the dock installation.
13. Attended a Special Events Meeting.
14. Attended a Parks & Recreation Meeting.
15. Attended a Special Events Meeting.
16. Met with a resident regarding a sewer complaint.
17. Spoke with a resident on Pompano regarding traffic.
18. Attended a Department Head Meeting.
19. Responded to an air conditioning issue at the Police Department.
20. Spoke with Mead & Hunt regarding drainage at Pollard Park.
21. Met with Amy Z. and Jeaneen at Davies Park regarding lighting.
22. Met with a Janitorial Contractor.
23. Met with the Cell Tower Contractor.
24. Attended the Council Meeting.
25. Reviewed a right-of-way permit at 4327 Candlewood Lane.
26. Looked into a street light issue.
27. Met with the Air Conditioning Contractor at Town Hall.
28. Contacted F.D.O.T. regarding FEMA paperwork.
29. Called FPL regarding LED lighting.
30. Met with Mead & Hunt on Davies Park lighting.
31. Worked on employee job descriptions.

III. STAFF NEWS

1. We are extremely pleased to welcome both Tim Berry and Jessica Ibrahim to the Public Works Team. They both bring a vast amount of knowledge paired with years of experience, and lots of enthusiasm.



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IV. PROJECTS

1. PONCE PRESEVE – Replacement of Floating Docks- *Complete*
2. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
3. TOWN WIDE - Hydrant Flushing - *Continuous*
4. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
5. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
6. TOWN WIDE - Locate and Repair Trip Hazards on the Sidewalks - *Continuous*
7. TOWN WIDE – Cleaning Out Storm Drains – *Continuous*
8. WATER - Water Quality Testing– *Continuous*
9. WATER – Backflow Prevention Compliance – *Continuous*
10. WATER – Consumer Confidence Report – *Complete*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **13,265,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **442,000 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. **911 CEREMONY**- Prepped the premises, set up all items requested for the event. Afterwards, removed all items and cleaned up the premises.
2. **GARDEN CLUB MEETING** – Set up the Community Center as requested by the Garden Club. Removed and stored the items after the meeting.
3. **WOMENS CLUB MEETING** – Set up the Community Center as requested by the Women's Club. Removed and stored the items after the meeting.

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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 – Attended training on new software.
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 – Set up new employees in the fuel system.
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).

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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.
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 & Grounds
.....Maintenance.
49. TH/PD/FD/PW - Routine Generator Maintenance.
50. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up
.....Signs & preparation for Private Events).

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **143 BEACH STREET**– Placed new mulch.
2. **143 BEACH STREET** – Pressure washed the building.
3. **COMMUNITY CENTER** – Replaced damaged ceiling tiles per request.
4. **DAVIES PARK** – Placed new mulch.
5. **FIRE DEPT.** – Repaired irrigation.
6. **HAPPY TAILS DOG PARK** – Placed new mulch.
7. **PONCE PRESERVE** – Removed old floating docks.
8. **PONCE PRESERVE** – Placed new floating docks.
9. **PUBLIC WORKS** – Pressure washed the building.
10. **TIMUCUAN** – Replaced breaker for fountain.
11. **TIMUCUAN** – Replaced irrigation timer.
12. **TOWN HALL** – Replaced irrigation solenoid.
13. **TOWN HALL** – Pressure washed the building.
14. **TOWN HALL** – Moved boxes into storage per request.
15. **WILBUR BAY PARK**- Installed new signs.

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 (SEPTEMBER)
3901	Keith Gunter	30,130	29,213	917	31	30
3902	Jeff Miller	26,921	26,528	393	13	30
3903	Eric Ruiz	55,771	55,114	657	22	30
3904	Jessica Ibrahim	42,895	42,551	344	11	30
3905	Tim Berry	24,814	24,515	299	10	30
3906	Erik Repyneck	42,561	42,038	523	17	30
3907	Ken Jones	83,558	83,296	262	9	30
N/A			N/A			30
3915	Dump Truck	40,171	40,097	74	2	30

XII. VEHICLE MAINTENANCE NOTES

N/A

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works