



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 26, 2019
Subject: Public Works Department Monthly Report for February 2019

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	0
ROW Permits (S. Peninsula, Dixie)	1
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	39
Utility Locates Completed	21
Water Breaks	1
Work Orders	19

II. MANAGEMENT

1. Meet with the Community Center to discuss Air Conditioning units.
2. Met with Town Manager to discuss Public Works Operations.
3. Contacted Ty Buchman to discuss low water pressure.
4. Met with Hank and Don to discuss Fire Department Complaints.

Public Works Monthly Report ~ February 2019

5. Met with a mold inspector at Fire Department.
6. Returned a phone call to a vendor concerning a back flow generator.
7. Attended a sewer meeting with the City of Port Orange.
8. Contacted Bob Schaman concerning a cross walk.
9. Contacted Greg Delange concerning Storm Project.
10. Met with a vendor to discuss Doors at the Police Department.
11. Contacted Rena about a tree at Davies Park.
12. Returned a call to a home owner at 4717 Dixie about the water pressure.
13. Met with Water Meter vendor to discuss a hand held reader.
14. Read over solid waste review for proposal.
15. Met with the City of Port Orange to discuss water outage.
16. Performed a right-of-way inspection at 127 Ponce Deleon Circle.

III. STAFF NEWS

1. We are pleased to announce that the Public Works Department has hired **Chris Alcaraz** to fill the position of Office Manager. Chris is not a stranger to working for a municipality, she previously worked for the City of East Peoria in IL., and we are excited to have her as a part of our Team.

IV. PROJECTS

1. PONCE PRESEVE – Replacement of Boardwalk- *In Progress*
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*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **12,515,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **447,000 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

Public Works Monthly Report ~ February 2019

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. **Historic North Turn Legends Beach Parade**– Painted checkerboard crosswalks at Beach St approach and at North Turn Restaurant for Parade/Event.

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- Cross-trained with the Utility Billing Department.
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 - Coordinate Meetings for the Public Works General
..... Manager.
15. ADMIN - Coordinate RMA numbers on faulty Sensus Water Meter
.....Products.
16. ADMIN – Coordinate 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 ~ February 2019

24. ADMIN - Drop off and pick up vehicles as needed for serviceand repair.
25. ADMIN - Input Work Orders as needed.
26. ADMIN - Coordinate with 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 – Set up new employees in the fuel system.
29. ADMIN – Met with a product specialist to resolve meter readingissues.
30. ADMIN – Cross trained with the Utility Billing Department.
31. WATER - Obtain Water Samples & Send to City of Port Orange for Processing.
32. WATER - Obtain Sample Results, Mail Originals to Volusia County Health Dept.
33. WATER - Read Water Meters (2x / month).
34. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month).
35. WATER- Test and prepare mandated reports for Backflow Devices.
36. MAINTENANCE TECHS - Set A/C (before & after every Council Meeting).
37. MAINTENANCE TECHS - Check Stormwater System.
38. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
39. MAINTENANCE TECHS - Stormwater Retention Pond.Maintenance (Mowing, Treatments & Service Work on the Fountains).
40. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation).
41. MAINTENANCE TECHS - Boat Ramp Dock Inspections &Maintenance.
42. MAINTENANCE TECHS - Empty & Re-Stock Dogi-PotStations.
43. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders &Patch Holes.
44. MAINTENANCE TECHS - Street Sign Maintenance &Replacement (Due to age, weather, vandalism and theft).
45. MAINTENANCE TECHS - Deliver Recycle Bins.
46. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
47. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
48. JANITORIAL - Inventory of Janitorial Supplies.
49. PW, TH, PD, FD, CC, Museum - Buildings & GroundsMaintenance.
50. TH/PD/FD/PW - Routine Generator Maintenance.
51. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-upSigns & preparation for Private Events).

Public Works Monthly Report ~ February 2019

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **COMMUNITY CENTER** – Set up and tear down for Woman’s Club.
2. **DAVIES PARK** – Placed new mulch.
3. **DAVIES PARK** – Replaced old lighting in restrooms with LED.
4. **DAVIES PARK** – Repaired broken faucet in restroom.
5. **FIRE DEPARTMENT** – Power washed exterior of building.
6. **FIRE DEPARTMENT** - Placed new mulch.
7. **HAPPY TAILS** – Replaced the broken lock.
8. **HAPPY TAILS** – Placed new mulch.
9. **POLICE DEPARTMENT** – Completed concrete work.
10. **POLICE DEPARTMENT** – Safety check of Wallpacks and Polelights.
11. **POLICE DEPARTMENT** – Lubricated all door locks and hinges.
12. **POLICE DEPARTMENT** – Replaced LED lights.
13. **POLICE DEPARTMENT** – Cleaned vehicles.
14. **POLICE DEPARTMENT** – Put up new canopy.
15. **PONCE PRESERVE** – Worked on replacing damaged decking.
16. **PONCE PRESERVE** – Trimmed overgrown brush from the trails.
17. **PONCE PRESERVE** – Power washed bathroom exteriors.
18. **PUBLIC WORKS** – Cleaned Shop and Trucks.
19. **PUBLIC WORKS** – Constructed concrete forms.
20. **PUBLIC WORKS** – Pressure washed exterior of buildings.
21. **SAILFISH DRIVE** – Graded the road.
22. **TIMUCUAN OAKS** – Trimmed overhanging trees.
23. **TIMUCUAN OAKS** – Power washed bathroom exteriors.
24. **TOWN HALL** – Began window cleaning project.
25. **TOWN HALL** – Toilet repairs completed.
26. **TOWNWIDE** – Constructed forms for bus stop benches along S. Peninsula.
27. **TOWNWIDE** – Replaced street signs at S. Atlantic and Old Carriage.

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 (JANUARY)
3901	Keith Gunter	34,968	34,311	657	23	28
3902	Jeff Miller	29,673	29,196	477	17	28
3903	Eric Ruiz	59,024	58,375	649	23	28
3904	Dario Moravec	45,356	44,949	407	14	28
3905	Jeff Jowers	26,093	25,675	418	14	28
3906	Erik Repyneck	45,262	44,865	397	14	28
N/A	N/A	N/A	N/A	N/A	N/A	28
N/A	N/A	N/A	N/A	N/A	N/A	28
3915	Dump Truck	40,451	40,349	102	3	28

XII. VEHICLE MAINTENANCE NOTES

N/A

Prepared & Submitted By:

Chris Alcaraz, Office Manager
Keith Gunter, General Manager of Public
Works

Reviewed & Submitted By:

Handwritten signatures of Keith and Gunter in brown ink on a light background.