



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: July 2, 2019
Subject: Public Works Department Monthly Report for June 2019

I. GENERAL

Description	Qty.Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	0
ROW Permits (S. Peninsula, Dixie)	2
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	30
Utility Locates Completed	19
Water Breaks	3
Work Orders	19

II. MANAGEMENT

1. Met with H.O. @ 4335 S. Peninsula to discuss water issue.
2. Met with H.O. @ 61 Loggerhead to discuss water issue.
3. Utility Services Review @ 93 Inlet Harbor.
4. Utility Services Review @ 4591 S. Atlantic.
5. Attended Solid Waste Meeting
6. Attended Park and Rec. Meeting
7. Attended Safety Meeting.
8. Attended Budget Meeting
9. Attended EOC Meeting
10. Attended Staff Meeting
11. Attended Council Meeting
12. Attended Davis Park Meeting
13. Turned water on @ 115 Inlet Harbor.

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14. Worked with Property Owner on location of manhole
15. Called Home Owner to discuss street light
16. ROW review at 4736 Riverglen
17. ROW review at 4870 S. Peninsula.
18. Met with A/C contractor to discuss the A/C at Town Hall
19. Called Home Owner to discuss sidewalk on Dagget Cove
20. Attended the RFP opening for Debris Monitoring.

III. STAFF NEWS

IV. PROJECTS

1. PONCE PRESEVE – Replacement of Boardwalk- *95% complete-Top rail*
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: 20,309,000 gallons.*
2. Water Consumption for the month – *Average Daily Use: 677,000 gallons.*

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. Set up for employee lunch.

VIII. MONTHLY TASKS

1. ADMIN - Review Water Reads (2x / month).

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2. ADMIN - Review & Input Payroll (2x / month).
3. ADMIN - Prepare Accts Payable, Update In- Code & Budget Spreadsheet (Weekly).
4. ADMIN - Completed, gained approval and mailed CCR.
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 - Work with Code Enforcement to resolve issues of blocked access to meter boxes, as well as delinquent backflow devices.
17. ADMIN - Coordinate Maintenance on Public Works Vehicles.
18. ADMIN - Deal with customer complaints and concerns, and follow through with solutions where possible.
19. ADMIN - Coordinate and schedule employees for upcoming training courses.
20. ADMIN - Coordinate licensing and certifications of our employees to Kim in H.R.
21. ADMIN - Coordinate with FPL regarding Street Light outages.
22. ADMIN - Drop off and pick up vehicles as needed for service and repair.
23. ADMIN - Input Work Orders as needed.
24. ADMIN - Coordinate with the Volusia County Health Department during water breaks and Boil Water Notices.
25. ADMIN – Following FDEP I Revised NPDES report and submitted for approval.
26. ADMIN – Maintain Weekly Fuel Logs and perform weekly fuel tank measurements and inspections per FDEP.
27. ADMIN – Phone conference with a product specialist to resolve meter reading issues.
28. WATER - Obtain Water Samples & Send to City of Port Orange for Processing.
29. WATER - Obtain Sample Results, Mail Originals to Volusia County Health Dept.
30. WATER - Read Water Meters (2x / month).
31. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month).
32. WATER- Test and prepare mandated reports for Backflow Devices.

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33. MAINTENANCE TECHS - Set A/C (before & after every Council Meeting).
34. MAINTENANCE TECHS - Check Stormwater System.
35. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
36. MAINTENANCE TECHS - Stormwater Retention Pond. Maintenance (Mowing, Treatments & Service Work on the Fountains).
37. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation).
38. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance.
39. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot Stations.
40. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes.
41. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to age, weather, vandalism and theft).
42. MAINTENANCE TECHS - Deliver Recycle Bins.
43. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
44. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
45. JANITORIAL - Inventory of Janitorial Supplies.
46. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance.
47. TH/PD/FD/PW - Routine Generator Maintenance.
48. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up Signs & preparation for Private Events).

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **COMMUNITY CENTER** – Set up and tear down for Woman's Club.
2. **DAVIES PARK** – Mowed.
3. **FIRE DEPARTMENT** – Monthly inspections conducted.
4. **FIRE DEPARTMENT** – Mowed and trimmed all bushes
5. **HAPPY TAILS** – Removed leaves and debris.
6. **POLICE DEPARTMENT** – Mowed and trimmed all bushes.
7. **POLICE DEPARTMENT** – Monthly inspections conducted.
8. **POLICE DEPARTMENT** – Cleaned vehicles.
9. **PONCE PRESERVE** – Trimmed entrance off S. Pen and S. Atlantic.
10. **PONCE PRESERVE**– Graded Parking Lot.
11. **POLLARD PARK**– Removed fence and signs to prepare for upgrade project
12. **POLLARD PARK**– Relocated park bench from the pickle court.
13. **PUBLIC WORKS** – Cleaned Shop and Trucks.
14. **PUBLIC WORKS** – Mowed and trimmed all bushes.
15. **PUBLIC WORKS** – Using blower removed leaves and debris.
16. **SAILFISH DRIVE** – Removed 3 trees that were impeding traffic
17. **TIMUCUAN OAKS** – Monthly Inspections completed.
18. **TOWN HALL** – Monthly inspections conducted.
19. **TOWN HALL** – Mowed and trimmed all bushes.
20. **TOWNWIDE** – Monthly water testing preformed.
21. **TOWNWIDE** – Continued to replace damaged concrete on S. Peninsula sidewalks.
22. **TOWNWIDE** – Completed finish work on new concrete on the sidewalk repair project.
23. **TOWNWIDE** – Replaced malfunctioning sensors in water meters
24. **MUSEUM** – Mowed and Trimmed.

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X. END OF MONTH MILEAGE REPORT

Vehicle	Driver	Current Miles	Previous	Mth	Day
3901	Keith Gunter	3468	2570	898	30
3902	Jeff Miller	31,804	31,347	457	16
3903	Eric Ruiz	61,242	60,426	816	27
3908	Dario Moravec	37,104	36,585	519	18
3905	Jeff Jowers	27581	26,466	1115	37
3906	Erik Repyneck	46,985	46,515	470	16
3915	Dump Truck	41,028	40,451	577	18

XII. VEHICLE MAINTENANCE NOTES

1. **VEHICLE 3908** – Oil change and tire rotation.

Prepared & Submitted By:
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Reviewed & Submitted By:
Keith Gunter, General Manager of Public Works