



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: May 2, 2019
Subject: Public Works Department Monthly Report for April 2019

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	1
ROW Permits (S. Peninsula, Dixie)	2
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	60
Utility Locates Completed	38
Water Breaks	0
Work Orders	21

II. MANAGEMENT

1. Met with a representative from Meed and Hunt to discuss a possible project.
2. Met with a representative from FPL to discuss removal of poles.
3. Met with a representative from FPL to discuss power pedestals
4. Pre-bid meeting for the solid waste contract.

Public Works Monthly Report ~ April 2019

5. Reviewed RFP for the debris monitoring project
6. ROW permit 4349 Candlewood.
7. ROW preview 55 Dagget Cove
8. Attended the APWA expo.
9. Met with a plumber at Work Yard.
10. Met with a representative from FPL to discuss power pedestals
11. Incode training
12. Met with contractor to discuss ADA compliant bus stops
13. Met with contractor to cleaning contracts
14. Attended special event meeting
15. Attended staff meeting.
16. Attended after action special event meeting.
17. ROW review at 74 South Turn.
18. Worked with the crew on the boardwalk project.
19. ROW inspection at 1 Dagget Cove
20. Attended recycling meeting
21. Met with 61 Loggerhead to discuss water consumption.
22. Attended the volunteer dinner
23. Met with the electrician

III. STAFF NEWS

N/A

IV. PROJECTS

1. PONCE PRESEVE – Replacement of Boardwalk- *Completed this month*
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: **20,492,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **683,000 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:

Public Works Monthly Report ~ April 2019

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 the Volunteer Dinner.

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 - 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.

Public Works Monthly Report ~ April 2019

22. ADMIN - Drop off and pick up vehicles as needed for serviceand 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 – Maintain Weekly Fuel Logs and perform weekly fuel tank measurements and inspections per FDEP.
26. ADMIN – Phone conference with a census tech support agent to resolve meter reading issues.
27. ADMIN – Attended Incode training with Kurt from Tyler.

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.
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-PotStations.
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 & GroundsMaintenance.
47. TH/PD/FD/PW - Routine Generator Maintenance.
48. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-upSigns & preparation for Private Events).

Public Works Monthly Report ~ April 2019

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **COMMUNITY CENTER** – Set up and tear down for Woman’s Club.
2. **COMMUNITY CENTER** – Set up and tear down for Garden Club.
3. **DAVIES PARK** – Removed leaves and debris.
4. **DAVIES PARK** – Painted mens’ restroom
5. **FIRE DEPARTMENT** – Monthly inspections conducted.
6. **FIRE DEPARTMENT** – Toilet repairs made.
7. **HAPPY TAILS** – Picked up debris and trimmed.
8. **POLICE DEPARTMENT** – Cleaned out gutters.
9. **POLICE DEPARTMENT** – Monthly inspections conducted.
10. **POLICE DEPARTMENT** – Repaired broken urinal.
11. **POLICE DEPARTMENT** – Cleaned windows and exterior of building.
12. **POLICE DEPARTMENT** – Trimmed Shrubs and weeded landscape beds.
13. **PONCE PRESERVE** – Worked on and finished replacing damaged decking.
14. **PONCE PRESERVE** – Picked up debris throughout.
15. **PONCE PRESERVE** – Tree and shrub trimming on EastSide and WestSide.
16. **PUBLIC WORKS** – Cleaned Shop and Trucks.
17. **PUBLIC WORKS** – Cut up old trailer then took metal to scrape yard, collected check.
18. **PUBLIC WORKS** – Using blower removed leaves and debris.
19. **SAILFISH DRIVE** – Graded the road.
20. **TIMUCUAN OAKS** – Monthly Inspections completed.
21. **TIMUCUAN OAKS** – Power washed fountains.
22. **TOWN HALL** – Trimmed Oak Tree in Townhall Drive.
23. **TOWN HALL** – Cleaned windows and building exterior
24. **TOWN HALL** – Replaced burned out light bulbs along drive.
25. **TOWNWIDE** – Repaired Storm grate at beach & Sailfish.
26. **TOWNWIDE** – Trimmed the ROW to prepare for future stripping.
27. **TOWNWIDE** – Cleaned fountain on Beach and Inlet Point
28. **TOWNWIDE** – Replaced Water meter at 38 MarAzul
29. **TOWNWIDE** – Repaired hydrant on Old Carriage
30. **MUSEUM** – Raked leaves and trimmed shrubs.

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 (April)
3901	Keith Gunter	1373	421	952	13	30
3902	Jeff Miller	30,782	30,197	585	19	30
3903	Eric Ruiz	59,916	59,288	628	20	30
3908	Dario Moravec	36,050	35,674	376	12	30
3905	Jeff Jowers	26,752	26,466	286	10	30
3906	Erik Repyneck	46,079	45,673	406	13	30
3915	Dump Truck	40,451	40,349	102	3	30

XII. VEHICLE MAINTENANCE NOTES

1. **#3906** – Recall notice repair
2. **#3906** – A/C check, RXR Actuators replaced

Prepared & Submitted By:

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

Reviewed & Submitted By:



Handwritten signatures of Keith and Gunter.