



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: June 5, 2019
Subject: Public Works Department Monthly Report for May 2019

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	1
New Water Meters Installed	2
ROW Permits (S. Peninsula, Dixie)	5
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	37
Utility Locates Completed	16
Water Breaks	1
Work Orders	11

II. MANAGEMENT

1. Met with H.O. @ 128 Old Carriage concerning a water leak.
2. Met with Critter Fleet.
3. Oversaw Hydrant replacement.
4. Attended Staff Meeting.

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5. Oversaw side walk project-tear out old damaged concrete.
6. Oversaw side walk project-pour and finish new concrete
7. Attended Council meeting.
8. ROW review at 84 Inlet Point.
9. ROW review at 70 Rains Drive.
10. ROW review at 4349 Candlewood.
11. ROW review at 4749 Dixie Drive.
12. Investigated LPR Power.
13. Responded to a water line break at Harbor Village.
14. Attended the bid opening for Solid Waste.
15. Met with contractor to discuss new building at 4591 S. Atlantic
16. Attending Sewer meeting at P.O.

III. STAFF NEWS

The Crew installed ADA compliant pads and new bus benches throughout the Town.



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: **21,920,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **707,000 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,

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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 Car Show at Davies Park.
2. Set up chairs for Memorial Day at Lighthouse Park.

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 - 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.

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20. ADMIN - Coordinate licensing and certifications of our employeesto Kim in H.R.
21. ADMIN - Coordinate with FPL regarding Street Light outages.
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 – 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.
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).

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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. **HAPPY TAILS** – Removed leaves and debris.
5. **POLICE DEPARTMENT** – Mowed and trimmed all bushes.
6. **POLICE DEPARTMENT** – Monthly inspections conducted.
7. **POLICE DEPARTMENT** – Cleaned vehicles.
8. **PONCE PRESERVE** – Finished replacing the bottom railing of the Ponce Boardwalk.
9. **PONCE PRESERVE**– Graded Parking Lot.
10. **PONCE PRESERVE**– Installed new fan switch in bathroom.
11. **PONCE PRESERVE**– Repaired Dog Waste Station.
12. **PUBLIC WORKS** – Cleaned Shop and Trucks.
13. **PUBLIC WORKS** – Mowed and trimmed all bushes.
14. **PUBLIC WORKS** – Repaired damaged irrigations heads.
15. **PUBLIC WORKS** – Using blower removed leaves and debris.
16. **SAILFISH DRIVE** – Graded the road.
17. **TIMUCUAN OAKS** – Monthly Inspections completed.
18. **TOWN HALL** – Monthly inspections conducted.
19. **TOWN HALL** – Mowed and trimmed all bushes.
20. **TOWNWIDE** – Installed a new Hydrant on Old Carriage.
21. **TOWNWIDE** – Removed old damaged concrete on S. Peninsula sidewalks.
22. **TOWNWIDE** – Constructed forms for new concrete pour on sidewalks and bus stoppads.
23. **TOWNWIDE** – Completed finish work on new concrete on the sidewalk repair project.
24. **TOWNWIDE** – Installed new bus benches on ADA compliant concrete pads
25. **MUSEUM** – Mowed and Trimmed.

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 (May)
3901	Keith Gunter	2570	1421	1149	37	31
3902	Jeff Miller	31,347	30,197	1150	37	31
3903	Eric Ruiz	60,426	59,288	1138	36	31
3908	Dario Moravec	36,585	35,311	1274	41	31

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3905	Jeff Jowers	26,466	26,093	373	12	31
3906	Erik Repyneck	46,515	45,673	842	27	31
N/A	N/A	N/A	N/A	N/A	N/A	31
N/A	N/A	N/A	N/A	N/A	N/A	31
3915	Dump Truck	41,028	40,451	577	18	31

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.