



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 2nd, 2017
Subject: Public Works Department Monthly Report for May 2017

I. GENERAL

Description	Qty Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	27
ROW Permits (Oceanway)	1
ROW Mechanical Sweeping (Debris Collection)	4 YDS
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	59
Utility Locates Completed	27
Water Breaks (Harbour Village)	2
Work Orders	25

II. MANAGEMENT

1. Repaired a water break at Bldg. 500 in Harbour Village.
2. Met with Amy Z. at Davies Park regarding the upcoming Vettes Event.

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3. Called the Mayor regarding Elbers Sunset Park.
4. Replaced the battery in Amy Z.'s vehicle.
5. Met with Port Orange about their lift station on Oceanway.
6. Met with Hidden Treasures regarding their power lines.
7. Contacted 101 Ponce de Leon regarding their water pressure.
8. Contacted 4256 S. Peninsula regarding their water pressure.
9. Contacted Ann Taylor regarding the fence project at Town Hall.
10. Attended a Webinar on Stormwater.
11. Met with the Contractor regarding the Pacetti Retaining Wall.
12. Supervised the cleaning of Storm Drains.
13. Attended the Department Head Meeting.
14. Met with 4919 Sailfish regarding her concerns.
15. Met Amy Z. and Jeaneen regarding 143 Beach Street Fencing.
16. Attended the Town Council Meeting.
17. Met with 4923 Sailfish regarding the retaining wall.
18. Spoke with Ocean Quest Condominiums regarding a Right-Of-Way question that they had.
19. Met with Salty Dog regarding a directional sign.
20. Met with Inlet Harbor regarding their water meters.
21. Spoke with Down the Hatch regarding a directional sign.
22. Called Mr. Bullard about Bus Stop Benches.
23. Spoke with Port Orange Water Department regarding a water quality question.

III. STAFF NEWS

1. **Amy Dowling** attended the Florida Governors Conference in preparation for the upcoming Hurricane Season. Amy took courses that discussed post disaster recovery concepts, and focused on the changing actions, roles, and responsibilities of local government personnel as a disaster transitions from response to recovery.
2. We are thrilled to welcome our newest employees, **Eric Ruiz**. Eric comes to us as a Maintenance Tech. I, he offers a varied skill set, and has a great attitude and work ethic. We have no doubt that he will be a great asset to our Department, and we welcome him warmly. If you see Eric out and about, please stop and help us welcome him.



3. We regret that Joe **Fiorella** will be leaving his position as one of the Crew Leaders here in Public Works. Joe will be moving out of state, and we wish him continued success with his endeavors. He has been a great asset to the Town of Ponce Inlet.

IV. PROJECTS

1. SAILFISH DRIVE - Shell Replenishment and Grading-*Continuous*
2. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
3. TIMUCUAN OAKS - Construction of the new Botanical Garden- *Completed*
4. TOWN HALL – Brush Clearing and Fence Placement- *In Progress*
5. TOWN HALL – Installation of a new Town Sign on South Atlantic. This will match the existing sign that is already in place on South Peninsula – *In Progress*
6. TOWN WIDE - Hydrant Flushing - *Continuous*

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7. TOWN WIDE - Water Meter Replacement - *In Progress*
8. TOWN WIDE - Dead Bay Tree and Stump Removal - *In Progress*
9. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
10. TOWN WIDE - Locate and repair trip hazards on the sidewalks - *Continuous*
11. TOWN WIDE – Cleaning out Storm Drains – *In Progress*
12. TOWN WIDE – Placement of new Directional Sign- *In Progress*
13. WATER - Water Quality Testing– *Continuous*
14. WATER – Backflow Prevention Compliance - *Continuous*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **16,198,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **523,000 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. **Veteran's Memorial Day Ceremony**- Prepared the Park by mowing, removing loose leaves, treating for ants, and overall Park cleanup. Public Works took delivery of the chairs prior to the Event, and delivered them to the site on the day of the Event. Helped with setup of the chairs, helped remove and tear down after the Event, and returned the chairs to the Public Works Facility to be picked up by the Chair Rental Company.
2. **Vettes at the Light** – Prepared the Park for the Event, and placed orange flags at each sprinkler head to increase visibility. Turned off the sprinklers, and turned on the electricity. Delivered barricades, event parking signs, handicapped parking signs, and boat-ramp closed signs. Removed trash after the event and cleaned up the Park.

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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 - Prepare Public Works Monthly Status Report.
5. ADMIN - Prepare Monthly Fuel Consumption Reports.
6. ADMIN - Prepare Service Orders for Meter re-reads, Occupant
.....Changes, Suspected Meter issues, etc.
7. ADMIN –Close- out Service Orders after they are completed by
.....the Technicians.
8. ADMIN - Maintain Fuel System; Vehicle Database
.....Updates/Modifications.
9. ADMIN - Research & Coordinate Vendor Quotes.
10. ADMIN - Maintain Records for Backflow Prevention Device
.....Testing of all Commercial, Multi Family & Government
.....Facilities Town-Wide.
11. ADMIN - Coordinate Removal of Deceased Animals with Waste
.....Mgmt.
12. ADMIN - Coordinate Removal of Residential Yard Debris with
.....Waste Mgmt.
13. ADMIN - Coordinated Meetings for the Public Works General
..... Manager.
14. ADMIN - Coordinate RMA numbers on faulty Sensus Water Meter
.....Products.
15. ADMIN - Work with Code Enforcement to resolve issues of
..... blocked access to certain meter boxes as well as
..... delinquent backflow devices.
16. ADMIN - Coordinate Maintenance on Public Works Vehicles.
17. ADMIN - Continue communication with the Sensus Rep.
..... regarding water intrusion issues on the Sensus Meters
.....and on recognizing possible faulty Meters in the future
.....based on serial numbers.
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 – Met with new employee and prepared all departmental
..... paperwork and fuel access for new hires.
22. ADMIN - Coordinate with FPL regarding Street Light outages.
23. ADMIN - Drop off and pick up vehicles as needed for service
.....and repair.
24. ADMIN - Input Work Orders as needed.
25. ADMIN - Work with Sensus Technical Support to correct
.....problems that we are experiencing.
26. ADMIN - Coordinate with Pat Carrico at 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 – Work extensively on Budgeting.

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29. WATER - Obtain Water Samples & Sent to City of Port Orange
..... for Processing.
30. WATER - Obtain Sample Results, Mail Originals to Volusia
..... County Health Dept.
31. WATER - Read Water Meters (2x / month).
32. WATER - Multiple Rereads, Service Orders & Meter Swaps
..... (2x/ month).
33. WATER- Test and prepare mandated reports for Backflow
..... Devices.
34. MAINTENANCE TECHS - Set A/C (before & after every Council
..... Meeting).
35. MAINTENANCE TECHS - Check Stormwater System.
36. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
37. MAINTENANCE TECHS - Stormwater Retention Pond.
.....Maintenance (Mowing, Treatments & Service Work on
..... the Fountains).
38. MAINTENANCE TECHS - Right-of-Way Maintenance
.....(Mowing, Trim Vegetation).
39. MAINTENANCE TECHS - Boat Ramp Dock Inspections &
.....Maintenance.
40. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot
.....Stations.
41. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders &
.....Patch Holes.
42. MAINTENANCE TECHS - Street Sign Maintenance &
.....Replacement (Due to age, weather, vandalism and theft).
43. MAINTENANCE TECHS - Take Delivery of Fuel
44. MAINTENANCE TECHS - Weekly Fuel Tank Inspections.
45. MAINTENANCE TECHS - Deliver Recycle Bins.
46. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
47. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
48. JANITORIAL - Inventory and Order Janitorial Supplies.
49. PW, TH, PD, FD, CC, Museum - Buildings & Grounds
.....Maintenance.
50. TH/PD/FD/PW - Routine Generator Maintenance.
51. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up
.....Signs & preparation for Private Events).

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **DAVIES PARK** – Replaced rails along bridge walkway.
2. **DAVIES PARK** – Stained railing on walkway.
3. **DAVIES PARK** – Replaced the Town emblem on the Bus Stop Bench.
4. **PACETTI CEMETARY** – Conducted site preparation and excavating for placement of a retaining wall.
5. **POLICE DEPARTMENT** – Placed new mulch as needed.
6. **POLICE DEPARTMENT** – Pressure washed the outside of the buildings & pavement as needed.
7. **PONCE PRESERVE** – Placed new mulch as needed.
8. **PUBLIC WORKS** – Repaired irrigation lines.
9. **TOWN HALL** – Placed new mulch as needed.
10. **TOWN HALL** - Pressure washed the outside of the buildings and pavement as needed.

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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	13,976	12,962	1,014	33	31
3902	Jeff Miller	18,724	18,187	537	17	31
3903	Eric Ruiz	45,943	45,976	33	1	31
3904	Joe Fiorella	37,308	37,145	163	5	31
3905	Tyler Blewitt	16,548	16,100	448	14	31
3906	Erik Repyneck	33,557	33,158	399	13	31
3907	Ken Jones	79,333	78,985	348	11	31
3908	Dario Moravec	142,960	142,656	304	10	31
3915	Dump Truck	37,895	37,818	77	2	31

XII. VEHICLE MAINTENANCE NOTES

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works