



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 5th, 2017
Subject: Public Works Department Monthly Report for June 2017

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	1
New Water Meters Installed	31
ROW Permits (Glenview, S. Atlantic, S. Peninsula,)	3
ROW Mechanical Sweeping (Debris Collection)	6 YDS
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	125
Utility Locates Completed	37
Water Breaks (Aurora)	1
Work Orders	19

II. MANAGEMENT

1. Met with Jake in the Planning Department regarding the Inlet Harbor Development Agreement.

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2. R.O. W. Inspection at 69 Glenview.
3. Reviewed a meter permit for 4728 Riverglen.
4. R.O.W. Inspection at 4870 S. Atlantic.
5. Attended the monthly Department Head Meeting.
6. Met with Stephanie and Amy Z. at Winterhaven Park.
7. Met with the Fence Contractor regarding Town Hall.
8. Met with the Town Manager regarding the directional signs.
9. Called Ed at the Lighthouse to discuss the FPL Project.
10. Met with FPL regarding the power pole at Davie's Park.
11. R.O.W. Permit at 121 Old Carriage Drive.
12. Attended the Safety Meeting.
13. Met with the Town Manager regarding the budget.
14. Attended the Department Head Meeting.
15. Attended the P. W. EOC Meeting.
16. Attended the Coastal EOC Meeting.
17. Returned a phone call to residents on Coastal Oaks.
18. Met with the Electrician regarding moving the pole at Davies Park.
19. Met with the Police Dept. regarding a tag camera system.
20. Attended the monthly Council Meeting.
21. Met with the Town Manager and QLH on the Water Project.
22. Met with 54 Rains Court regarding their meter shut off.
23. Attended the ADA Bus Stop Meeting.
24. Met with a General Contractor at the Police Dept. to look at options for a replacement generator structure.
25. Met with the Grading Contractor regarding Sailfish Drive.
26. Met with 4891 S. Atlantic regarding runoff.
27. Cleaned up the pile of dirt on Sailfish Drive.

III. STAFF NEWS

1. **Amy Dowling** and **Keith Gunter** attended the annual Volusia County Public Works/Emergency Management Meeting. It was held at the Volusia County Emergency Operations Center. This purpose of this meeting was for Public Works and Emergency Management Employees to come together to discuss topics that will better prepare them for Hurricane Season and the challenges that come with it.
2. **Amy Dowling** and **Keith Gunter** attended the Volusia County Coastal Permitting Meeting that was held at the Volusia County Emergency Operations Center. It was hosted by the Dept. of Environmental Protection, and served as an after-action follow-up on Hurricane Matthew.
3. **Dario Moravec** attended a course offered for licensure as a Backflow Prevention Assembly Tester. This included a four-day course which included classroom instruction and hands-on training. We are pleased that Dario passed the course with flying colors, and is now licensed to test backflows.

IV. PROJECTS

1. SAILFISH DRIVE - Shell Replenishment and Grading-*Completed*
2. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
3. TOWN HALL – Brush Clearing and Fence Placement- *Completed*
4. 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 – *Completed*
5. TOWN WIDE - Hydrant Flushing - *Continuous*
6. TOWN WIDE - Water Meter Replacement - *In Progress*
7. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*

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8. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
9. TOWN WIDE - Locate and repair trip hazards on the sidewalks - *Continuous*
10. TOWN WIDE – Cleaning out Storm Drains – *In Progress*
11. TOWN WIDE – Placement of new Directional Sign- *In Progress*
12. WATER - Water Quality Testing– *Continuous*
13. WATER – 2016 Water Quality Report- *Completed*
14. WATER – Backflow Prevention Compliance - *Continuous*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **13,376,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **446,000 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. **Employee Barbeque-** Set up tables and chairs, provided the grill and propane, and cleaned up after the 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 - Prepare Public Works Monthly Status Report.
5. ADMIN - Prepare Monthly Fuel Consumption Reports.

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6. ADMIN - Prepare Service Orders for Meter re-reads, OccupantChanges, Suspected Meter issues, etc.
7. ADMIN –Close- out Service Orders after they are completed bythe Technicians.
8. ADMIN - Maintain Fuel System; Vehicle DatabaseUpdates/Modifications.
9. ADMIN - Research & Coordinate Vendor Quotes.
10. ADMIN - Maintain Records for Backflow Prevention DeviceTesting of all Commercial, Multi Family & GovernmentFacilities Town-Wide.
11. ADMIN - Coordinate Removal of Deceased Animals with WasteMgmt.
12. ADMIN - Coordinate Removal of Residential Yard Debris withWaste Mgmt.
13. ADMIN - Coordinated Meetings for the Public Works General Manager.
14. ADMIN - Coordinate RMA numbers on faulty Sensus Water MeterProducts.
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 – Met with the Sensus Rep. to discuss service issues, and
18.to address future purchasing procedures & warranties.
19. ADMIN - Deal with customer complaints and concerns, andfollow through with solutions where possible.
20. ADMIN - Coordinate and schedule employees for upcomingtraining courses.
21. ADMIN - Coordinate licensing and certifications of our employeesto Kim in H.R.
22. ADMIN – Met with new employee and prepared all departmental paperwork and fuel access for new hires.
23. ADMIN - Coordinate with FPL regarding Street Light outages.
24. ADMIN - Drop off and pick up vehicles as needed for serviceand repair.
25. ADMIN - Input Work Orders as needed.
26. ADMIN - Work with Sensus Technical Support to correctproblems that we are experiencing.
27. ADMIN - Coordinate with Pat Carrico at the Volusia CountyHealth Department during water breaks and BoilWater Notices.
28. ADMIN – Maintain Weekly Fuel Logs, and perform weekly fuel tank measurements and inspections per FDEP.
29. ADMIN – Work extensively on the 2016 Water Quality Report.
30. WATER - Obtain Water Samples & Sent to City of Port Orange for Processing.
31. WATER - Obtain Sample Results, Mail Originals to Volusia County Health Dept.
32. WATER - Read Water Meters (2x / month).
33. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month).
34. WATER- Test and prepare mandated reports for Backflow Devices.
35. MAINTENANCE TECHS - Set A/C (before & after every Council Meeting).
36. MAINTENANCE TECHS - Check Stormwater System.
37. MAINTENANCE TECHS - Town wide - pick up Storm Debris.

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38. MAINTENANCE TECHS - Stormwater Retention Pond.
.....Maintenance (Mowing, Treatments & Service Work on
..... the Fountains).
39. MAINTENANCE TECHS - Right-of-Way Maintenance
.....(Mowing, Trim Vegetation).
40. MAINTENANCE TECHS - Boat Ramp Dock Inspections &
.....Maintenance.
41. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot
.....Stations.
42. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders &
.....Patch Holes.
43. MAINTENANCE TECHS - Street Sign Maintenance &
.....Replacement (Due to age, weather, vandalism and theft).
44. MAINTENANCE TECHS - Take Delivery of Fuel
45. MAINTENANCE TECHS - Weekly Fuel Tank Inspections.
46. MAINTENANCE TECHS - Deliver Recycle Bins.
47. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
48. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
49. JANITORIAL - Inventory and Order Janitorial Supplies.
50. PW, TH, PD, FD, CC, Museum - Buildings & Grounds
.....Maintenance.
51. TH/PD/FD/PW - Routine Generator Maintenance.
52. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up
.....Signs & preparation for Private Events).

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **DAVIES PARK** – Repaired broken sprinklers.
2. **DAVIES PARK** – Repaired the parking stops in the parking lot,
adding rebar where needed.
3. **FIRE DEPARTMENT** – Replaced the flag.
4. **POLICE DEPARTMENT** – Repaired the emergency lighting in the
men’s restroom.
5. **PUBLIC WORKS** – Broke down $\frac{3}{4}$ ” meters and 1” meters in
preparation for recycling.
6. **TOWN HALL** – Replaced the flag.

X. NOTES

- i. Foreclosures – N/A
- ii. Vandalism – N/A

XI. END OF MONTH MILEAGE REPORT

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VEHICLE NUMBER	PRIMARY DRIVER	CURRENT ODOMETER READING	PREVIOUS ODOMETER READING	TOTAL MILES PER MONTH	AVERAGE DAILY MILES	DAYS THIS MONTH (June)
3901	Keith Gunter	15,067	13,976	1,091	36	30
3902	Jeff Miller	19,247	18,724	523	17	30
3903	Eric Ruiz	46,620	45,943	677	23	30
3904	N/A	37,375	37,308	67	2	30
3905	Tyler Blewitt	17,029	16,548	481	16	30
3906	Erik Repyneck	34,147	33,557	590	20	30
3907	Ken Jones	79,723	79,333	390	13	30
3908	Dario Moravec	143,219	142,960	259	9	30
3915	Dump Truck	38,017	37,895	122	4	30

XII. VEHICLE MAINTENANCE NOTES

N/A

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works