



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: January 8th, 2018
Subject: Public Works Department Monthly Report for December 2017

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	2
ROW Permits (Glenview Ave.)	1
ROW Mechanical Sweeping (Debris Collection)	3 YDS.
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	25
Utility Locates Completed	17
Water Breaks (Inlet Harbor, Oceanquest)	2
Work Orders	19

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II. MANAGEMENT

1. Attended the Christmas Parade.
2. Spoke with the Town Attorney regarding an agreement on grinder pumps.
3. Assisted with stump grinding at Davies Park.
4. Cleaned up the sidewalk on Inlet Harbor Road.
5. Helped repair a water break at Oceanquest Condominiums.
6. Attended a Special Events Meeting.
7. Attended a Safety Meeting.
8. Attended a Ground-Breaking Ceremony at a local Homeless Shelter.
9. Attended a Department Head Meeting.
10. Attended a Council Meeting.
11. Supervised sidewalk cleanup on Inlet Harbor Road.
12. Reviewed the water connection at 4823 S. Atlantic Ave.
13. Performed a right-of-way review at 67 Glenview.
14. Performed a sewer review at 4711 S. Atlantic Ave.
15. Met with Jeaneen on Departmental Goals.

III. STAFF NEWS

N/A

IV. PROJECTS

1. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
2. TOWN HALL – Replacement of the Emergency Generator for Town Hall and the Police Department – *Complete*
3. TOWN WIDE - Hydrant Flushing - *Continuous*
4. TOWN WIDE - Water Meter Replacement - *In Progress*
5. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
6. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
7. TOWN WIDE - Locate and Repair Trip Hazards on the Sidewalks - *Continuous*
8. TOWN WIDE – Cleaning Out Storm Drains – *In Progress*
9. TOWN WIDE – Pumping Down Retention Ponds – *In Progress*
10. TOWN WIDE – Beach Cleanup and Seaweed Relocation – *Complete*
11. WATER - Water Quality Testing– *Continuous*
12. WATER – Backflow Prevention Compliance – *Continuous*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **12,499,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **403,000 gallons.***

*Duties listed below are **IN ADDITION** to Primary Routine Assignments and Work Orders*

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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. **CHRISTMAS PARADE** – Helped prepare for the Christmas Parade by delivering a trailer with chairs and a table for the judges to the Dog Park. Set up the chairs for band members at Davie's Park, turned on electricity at the Gazebo, coordinated the pickup of the podium and sound system to be taken from the Lighthouse and set up at Davies Park. Delivered the barricades and cones for traffic control, and placed extra trash receptacles. After the parade, cleaned up the parade route, and returned all items to their respective places for storage.
2. **CHILDREN'S CHRISTMAS PARTY** – Refurbished props, and delivered them to the Community Center; helped with the set up. After the completion of the event, returned all items to their respective places for storage.
3. **VERY MERRY CHRISTMAS AT THE MUSEUM** – Delivered tables, chairs, trash can, and bags as requested. Upon completion of the event, returned all items to their respective places for storage.

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.

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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 meter boxes, as well as delinquent
..... backflow devices.
16. ADMIN - Coordinate Maintenance on Public Works Vehicles.
17. ADMIN – Phone consult with the Sensus Meter Representative on
..... some warranty and return concerns.
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- Schedule Hepatitis Vaccinations for employees.
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 – Scheduled fuel tank replacement with the Fuel Tank
..... Contractor.
29. WATER - Obtain Water Samples & Send 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.

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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 - Deliver Recycle Bins.
44. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
45. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
46. JANITORIAL - Inventory and Order Janitorial Supplies.
47. PW, TH, PD, FD, CC, Museum - Buildings & Grounds
.....Maintenance.
48. TH/PD/FD/PW - Routine Generator Maintenance.
49. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up
.....Signs & preparation for Private Events).

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **143 BEACH STREET** – Repaired the women’s restroom hand dryer.
2. **DAVIES LIGHTHOUSE PARK** – Removed problematic stumps.
3. **FIRE DEPARTMENT** – Replaced and painted new chair rail.
4. **FIRE DEPARTMENT** – Repaired / adjusted garage door.
5. **FIRE DEPARTMENT** – Repaired drywall.
6. **FIRE DEPARTMENT** – Removed wasp nests.
7. **FIRE DEPARTMENT** – Removed problematic stumps.
8. **INLET HARBOR ROAD** – Spread dirt and laid sod along edges of new sidewalk.
9. **POLICE DEPARTMENT** – Replaced faucet in the breakroom.
10. **POLICE DEPARTMENT** – Replaced faulty GFCI outlet in garage.
11. **POLICE DEPARTMENT** – Repaired the service bay vacuum.
12. **POLLARD PARK** – Installed new landscaping borders at the playground.
13. **PONCE PRESERVE**- Made repairs to the boardwalk.
14. **PONCE PRESERVE** – Painted kiosk.
15. **PONCE PRESERVE** – Graded parking lot.
16. **PONCE PRESERVE** – Adjusted drinking fountain for proper height/flow.
17. **PUBLIC WORKS** – Repaired stucco and touched up paint.
18. **PUBLIC WORKS** – Replaced exterior lighting fixtures.
19. **SAILFISH DRIVE** – Graded and filled in problematic areas.
20. **S. PENINSULA** – Spread shell and dirt along eroded sidewalk areas-4400 block.
21. **TIMUCUAN OAKS** – Repaired water fountain.
22. **TIMUCUAN OAKS** – Repaired loose and lifted pavers.
23. **TIMUCUAN OAKS** – Trimmed overhanging mangroves.
24. **TOWN HALL** – Replaced GFCI outlet.
25. **TOWN HALL** – Replaced sprinkler heads.
26. **TOWN HALL** – Installed new benches.

X. NOTES

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

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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 (December)
3901	Keith Gunter	21,174	20,174	1,000	32	31
3902	Jeff Miller	22,333	22,020	313	10	31
3903	Eric Ruiz	50,089	49,578	511	16	31
3904	Todd Hull	39,607	39,063	544	18	31
3905	Tyler Blewitt	20,200	19,805	395	13	31
3906	Erik Repyneck	37,273	36,650	623	20	31
3907	Ken Jones	81,050	79,780	1,270	41	31
3908	Dario Moravec	N/A	N/A	N/A	N/A	31
3915	Dump Truck	39,001	N/A	N/A	N/A	31

XII. VEHICLE MAINTENANCE NOTES

- #3901 - Tire replacement, mounting, balancing.
- #3903 - Analyzed cooling system leak concern.
- #3906 - Scheduled maintenance.
- #3908 - Replaced, starter, relay, and battery.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works