



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: February 5th, 2018
Subject: Public Works Department Monthly Report for January 2018

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	2
New Water Meters Installed	3
ROW Permits (Candlewood, Jana)	2
ROW Mechanical Sweeping (Debris Collection)	4 YDS.
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	103
Utility Locates Completed	30
Water Breaks	0
Work Orders	10

II. MANAGEMENT

1. Reviewed the Sewer Master Plan.
2. Spoke with 4708 S. Peninsula regarding sewer questions.
3. Spoke with 38 Oceanway in regards to a phone wire.
4. Reviewed water service at 27 Mar Azul.
5. Met with the monument contractor at Winter Haven Park.
6. Returned a call to 77 Alberta regarding the flags at Davies Park.
7. Attended the Parks and Recreation meeting.
8. Reviewed the Town Rules and Regulations.
9. Attended the Town Goals meeting.
10. Met with Inlet Harbor regarding the sidewalk project.
11. Spoke with Daytona Beach Shores regarding sewer connections.
12. Attended the St. Johns Water Management District webinar.
13. Attended a staff meeting.
14. Attended the Parks and Recreation luncheon.
15. Spoke with Mrs. Miller regarding water usage.
16. Met with Kim McColl regarding the budget.
17. Attended a dredging meeting.
18. Attended an Echo meeting.
19. Performed a R.O.W. review at 4353 Candlewood Lane.
20. Performed a R.O.W. review at 40 Jana Drive.
21. Sprayed pepper trees in Ponce Preserve.
22. Spoke with a resident regarding paving on S. Atlantic.
23. Met with the LPR contractor.
24. Met with 4869 S. Atlantic regarding water usage due to a leak.
25. Attended a meeting regarding the Winter Haven marker.
26. Attended a Special Events meeting regarding North Turn.
27. Met with FPL to discuss the LPR's.
28. Attended a meeting regarding the Sewer Master Plan.
29. Met with the County regarding the LPR's.
30. Met with FEMA regarding Hurricane Irma.

III. STAFF NEWS

N/A

IV. PROJECTS

1. PUBLIC WORKS – North Gate Replacement – *In Progress*
2. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
3. TOWN HALL – Replacement of the Emergency Generator for Town Hall and the Police Department – *Complete*
4. TOWN WIDE - Hydrant Flushing - *Continuous*
5. TOWN WIDE - Water Meter Replacement - *In Progress*

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6. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
7. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
8. TOWN WIDE - Locate and Repair Trip Hazards on the Sidewalks - *Continuous*
9. TOWN WIDE – Cleaning Out Storm Drains – *In Progress*
10. TOWN WIDE – Pumping Down Retention Ponds – *In Progress*
11. WATER - Water Quality Testing– *Continuous*
12. WATER – Backflow Prevention Compliance – *Continuous*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **13,127,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **423,000 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

N/A

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, 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 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.

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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 - 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** – Placed new mulch.
2. **DAVIES LIGHTHOUSE PARK** – Placed new mulch.
3. **DAVIES LIGHTHOUSE PARK** – Removed and replaced old flags from flagpoles.
4. **DAVIES LIGHTHOUSE PARK** – Replaced damaged child swing.
5. **FIRE DEPARTMENT** – Installed recessed lighting.
6. **FIRE DEPARTMENT** – Installed new waterproof receptacles.
7. **FIRE DEPARTMENT** – Placed new mulch.
8. **FIRE DEPARTMENT** – Placed new sod.
9. **FIRE DEPARTMENT** – Replaced soffit on the storage building.
10. **HAPPY TAILS DOG PARK** – Placed new sod.
11. **PACETTI CEMETERY** – Repaired the block wall.
12. **POLLARD PARK** – Replaced pickle net system.
13. **POLLARD PARK** – Replaced wind screen on tennis court.
14. **POLLARD PARK** – Replaced light on the tennis court.
15. **PONCE PRESERVE**- Repaired broken dog water fountain.
16. **PONCE PRESERVE** – Painted the kiosk.
17. **PONCE PRESERVE** – Installed new benches.
18. **PONCE PRESERVE** – Replaced a faulty photocell.
19. **PONCE PRESERVE** – Installed deadbolts.
20. **PUBLIC WORKS** – Placed new mulch.
21. **PUBLIC WORKS** – Repaired broken sprinkler electronics/ran new wires.
22. **PUBLIC WORKS** – Reorganized “B” Building, and re-painted.
23. **SAILFISH DRIVE** – Filled in low spots and graded.
24. **TIMUCUAN OAKS** – Placed new mulch.
25. **TIMUCUAN OAKS** – Repaired drinking fountain/placed new filters.
26. **TOWN HALL** – Replaced faulty sprinklers.
27. **TOWN HALL** – Replaced lifted ceiling tiles in the copier room.
28. **TOWN HALL** – Pulled and tested all fire extinguishers.
29. **TOWN HALL** – Prepped and painted bollards.
30. **TOWN HALL** – Installed a new bench.
31. **TOWN HALL** – Replaced pole lighting.

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32. TOWNWIDE – Prepped Town backflow devices for freezing temperatures.

33. TOWNWIDE – Removed all Christmas Décor, and placed it back into storage.

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 (January)
3901	Keith Gunter	22,331	21,174	1,157	37	31
3902	Jeff Miller	22,859	22,333	526	17	31
3903	Eric Ruiz	50,392	50,089	303	9	31
3904	Todd Hull	40,168	39,607	561	18	31
3905	Tyler Blewitt	20,876	20,200	676	22	31
3906	Erik Repyneck	37,935	37,273	662	21	31
3907	Ken Jones	81,366	81,050	316	10	31
3908	Dario Moravec	N/A	N/A	N/A	N/A	31
3915	Dump Truck	39,233	39,001	232	7	31

XII. VEHICLE MAINTENANCE NOTES

N/A

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works