



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: April 5th, 2018
Subject: Public Works Department Monthly Report for March 2018

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	2
ROW Permits (Jana, S. Peninsula, Old Carriage, Sailfish, Riverglen)	5
ROW Mechanical Sweeping (Debris Collection)	4 YDS.
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	58
Utility Locates Completed	20
Water Breaks (Ponce Inlet Key)	1
Work Orders	19

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II. MANAGEMENT

1. Attended a Sewer Discussion Meeting.
2. Supervised a water tap at 4922 S. Atlantic Ave.
3. Met with the generator contractor regarding the Police Dept. generator.
4. Performed a right-of-way permit review at 89 Jana Drive, and 4701 S. Peninsula Drive.
5. Attended a Safety Meeting.
6. Attended a Department Head Meeting.
7. Attended a Mobility Study Meeting.
8. Visited with 121 Marie Drive regarding a standing water concern they had.
9. Returned a call to 4746 Riverglen Blvd. regarding road concerns.
10. Attended a Town Council Meeting.
11. Measured all sidewalks throughout Town.
12. Supervised the water break repair at Ponce Inlet Key.
13. Performed a right-of-way review at 138 Old Carriage Road.
14. Performed a right-of-way review at 4880 Sailfish Drive.
15. Attended a meeting regarding the Ponce Inlet Community Center.
16. Met with Inlet Harbor regarding brush.
17. Attended an After-Action Review Meeting.
18. Performed a right-of-way inspection at 4728 Riverglen Blvd.
19. Met with Mead & Hunt regarding a stormwater issue on Beach Street.
20. Attended a meeting at Pollard Park regarding playground equipment.
21. Supervised the installation of new fuel pumps.

III. STAFF NEWS

1. **Eric Ruiz** - attended a course offered by Florida Water & Pollution Control Operators Association (F.W.P.C.O.A.) March 12th through March 16th in Fort Pierce, FL. This Water Distribution Course provided the requisite training required by the Florida Department of Environmental Protection for Water Distribution System Operators to take the Florida Operator Licensing Exam. We are proud of his hard work; great job!

IV. PROJECTS

1. PUBLIC WORKS – North Gate Replacement – *Complete*
2. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
3. TOWN WIDE - Hydrant Flushing - *Continuous*
4. TOWN WIDE - Water Meter Replacement - *Complete*
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. WATER - Water Quality Testing– *Continuous*
10. WATER – Backflow Prevention Compliance – *Continuous*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **15,437,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **498,000 gallons.***

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*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. **Easter Party**- Prepared the park for the Event by raking the leaves, spraying for ants, pressure washing the gazebo and surrounding areas, and did a very thorough clean up. On the day of the Event, turned the sprinklers off, the electricity on, and delivered all items to the Pavilion. Cleaned up, and cleared out all items after the completion of the Event.
2. **Ponce Preserves the Planet** - Preparation before the event included hauling in loads of dirt and mulch; leveling it out among the walking paths, and trimming the brush back and hauling it off. The day of the Event, we delivered signs to both entrances of Town Hall, and delivered the tables, chairs, traffic cones, tents, etc. Drove the transportation Shuttle during the Event, and removed all prior listed items after the event was over.
3. **Reggae Fest** – Delivered and set up “No Parking” signs on Inlet Harbor Road in preparation for the event at Jerry’s Pizza.
4. **Turtle Trek 5K** – Preparation before the event included raking leaves, spraying for ants, turning the sprinklers off, and turning the electricity on. Delivered barricades and traffic cones to the designated intersections. Cleaned up after the completion of 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, 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
..... a technical concern.
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 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 – Worked on logistics of the fuel tank replacement with the
..... 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 of 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. **DAVIES LIGHTHOUSE PARK** – Prepped the park for the Easter Party.
2. **HAPPY TAILS DOG PARK** – Placed new mulch.
3. **INLET HARBOR ROAD** – Installed sod alongside the new sidewalk.
4. **POLICE DEPARTMENT** – Replaced faulty lights and ballast.
5. **POLICE DEPARTMENT** – Placed screens around the base of the backup generator to keep critters out.
6. **PONCE PRESERVE**- Placed new mulch.
7. **PONCE PRESERVE** – Placed caution tape on the walkway to the boat launch to close off foot traffic.
8. **PONCE PRESERVE** – Repaired some boards on the Boardwalk.
9. **PONCE PRESERVE** – Removed pieces of old exercise equipment and signs, and replaced it with new exercise equipment, and new signs.
10. **PUBLIC WORKS** – Repaired sprinkler system.
11. **PUBLIC WORKS** – Organized storage buildings.
12. **S. PENINSULA TOWN SIGN** – Replaced a faulty photo cell.
13. **SAILFISH DRIVE** – Filled in low spots and graded.
14. **TIMUCUAN OAKS** – Placed new mulch.
15. **TOWN HALL** – Replaced a bad ballast, and faulty lights.
16. **TOWN HALL** – Replaced faulty sprinklers.
17. **TOWN HALL** – Spread new mulch.

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 (March)
3901	Keith Gunter	24,238	23,153	1,085	35	31
3902	Jeff Miller	23,767	23,283	484	16	31
3903	Eric Ruiz	51,816	51,056	760	25	31
3904	Todd Hull	40,687	40,480	207	7	31
3905	Tyler Blewitt	21,732	21,299	433	14	31
3906	Erik Repyneck	38,905	38,322	583	19	31
3907	Ken Jones	81,870	81,630	240	8	31
3908	Dario Moravec	N/A	N/A	N/A	N/A	31
3915	Dump Truck	39,566	39,474	92	3	31

XII. VEHICLE MAINTENANCE NOTES

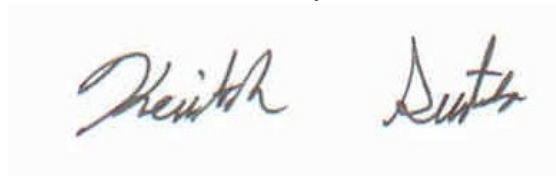
1. **#3903** – Oil change and general maintenance, two new front tires, alignment, and sway bar link repair.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works