



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: May 2nd, 2018
Subject: Public Works Department Monthly Report for April 2018

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	4
ROW Permits (Sailfish Drive)	1
ROW Mechanical Sweeping (Debris Collection)	5 YDS.
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	65
Utility Locates Completed	27
Water Breaks	0
Work Orders	19

II. MANAGEMENT

1. Met with a resident regarding an ADA sidewalk complaint.
2. Met with a fire hydrant representative regarding a mechanical issue.
3. Followed up with a resident regarding their water meter location.
4. Met with the Fuel Tank Contractor.

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5. Inspected the water meter at 4859 S. Atlantic Ave.
6. Attended the DRT Meeting.
7. Reviewed stormwater plans.
8. Emailed FPL regarding LED conversion.
9. Met with 119 Beach Street regarding stormwater issues.
10. Followed up with 4795 S. Atlantic on water usage.
11. Attended the Public Works Luncheon.
12. Assisted with tree removal at 143 Beach Street
13. Followed up with 4699 S. Atlantic Ave. regarding a county project.
14. Met with the Town Manager regarding Inlet Harbor.
15. Met with the Bus Stop Contractor.
16. Met with an Arborist to assess tree health at 143 Beach Street.
17. Attended the Department Head Meeting.
18. Performed a right-of-way review at 4913 Sailfish.
19. Attended a Volusia County Meeting on county projects.
20. Met with 58 Loggerhead Court regarding their sidewalk.
21. Followed up with 119 Rains Drive regarding a pothole.
22. Attended the Garden Club Luncheon.
23. Followed up with 82 Inlet Point Blvd on questions they had regarding the Public Works Facility.
24. Courtesy call to 80 Inlet Point Blvd. advising them of possible upcoming noise at the Public Works Facility.
25. Met with the Tree Trimming Contractor regarding 143 Beach Street.

III. STAFF NEWS

1. **Tyler Blewitt** attended a course offered for licensure as a Backflow Assembly Tester. This consisted of a four-day course which included classroom instruction, and hands-on training. We are pleased that Tyler passed the course with flying colors, and is now licensed to test backflows.
2. **Erik Repyneck** has successfully passed all licensing requirements set forth by the State of Florida Dept. of Environmental Protection, and now possesses his Distribution System Licensing. He has obtained a great deal of knowledge regarding the Water Distribution System here in the Town, and we are proud of his efforts.

IV. PROJECTS

1. 143 BEACH STREET – Fallen Tree Cleanup - *Complete*
2. 143 BEACH STREET – Replaced damaged a/c units – *Complete*
3. 143 BEACH STREET – Repaired damaged fencing - *Complete*
4. PUBLIC WORKS – Fuel Pump Replacement – *In Progress*
5. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
6. TOWN WIDE - Hydrant Flushing - *Continuous*
7. TOWN WIDE - Water Meter Replacement - *Complete*
8. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
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 – *Complete*
12. TOWN WIDE – Replaced storm grates with ADA compliant ones- *Complete*
13. WATER - Water Quality Testing– *Continuous*
14. WATER – Backflow Prevention Compliance – *Continuous*

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V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use*: **14,128,000 gallons.**
2. Water Consumption for the month – *Average Daily Use*: **471,000 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- Worked extensively on Budget preparation.
5. ADMIN - Prepare Public Works Monthly Status Report.
6. ADMIN - Prepare Monthly Fuel Consumption Reports.
7. ADMIN - Prepare Service Orders for Meter re-reads, Occupant
.....Changes, Suspected Meter issues, etc.
8. ADMIN –Close- out Service Orders after they are completed by
.....the Technicians.
9. ADMIN - Maintain Fuel System; Vehicle Database
.....Updates/Modifications.
10. ADMIN - Research & Coordinate Vendor Quotes.
11. ADMIN - Maintain Records for Backflow Prevention Device
.....Testing of all Commercial, Multi Family & Government
.....Facilities Town-Wide.

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12. ADMIN - Coordinate Removal of Deceased Animals with Waste
.....Mgmt.
13. ADMIN - Coordinate Removal of Residential Yard Debris with
.....Waste Mgmt.
14. ADMIN - Coordinated Meetings for the Public Works General
..... Manager.
15. ADMIN - Coordinate RMA numbers on faulty Sensus Water Meter
.....Products.
16. ADMIN - Work with Code Enforcement to resolve issues of
..... blocked access to meter boxes, as well as delinquent
..... backflow devices.
17. ADMIN - Coordinate Maintenance on Public Works Vehicles.
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 fuel pump issues by troubleshooting 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.
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).

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- 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. **143 BEACH STREET**– Repaired the irrigation.
- 2. **FIRE DEPARTMENT** – Updated bulbs to LED.
- 3. **INLET HARBOR ROAD** – Continued watering sod along new sidewalk as needed.
- 4. **PONCE PRESERVE** – Replaced some boards at the canoe launching site.
- 5. **PUBLIC WORKS** – Reorganized the “B” Building, and installed new storage racks.
- 6. **PUBLIC WORKS** – Repaired the irrigation.
- 7. **S. ATLANTIC AVE.** – Located and marked water meter services.
- 8. **S. PENINSULA DR.** – Worked on striping, turn arrows, and stop bars near Harbour Village.
- 9. **TOWN HALL** – Pressure washed the exterior to remove debris.
- 10. **TOWN HALL** – Planted two new trees, and removed a dead palm tree.

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 (April)
3901	Keith Gunter	25,383	24,238	1,145	38	30
3902	Jeff Miller	24,177	23,767	410	14	30
3903	Eric Ruiz	52,334	51,816	518	17	30
3904	Floater	40,892	40,687	205	7	30
3905	Tyler Blewitt	22,327	21,732	595	20	30
3906	Erik Repyneck	39,527	38,905	622	21	30
3907	Ken Jones	82,180	81,870	310	10	30
3908	Dario Moravec	N/A	N/A	N/A	N/A	30
3915	Dump Truck	39,661	39,566	95	3	30

XII. VEHICLE MAINTENANCE NOTES

1. **#3901** – Oil change and tire rotation.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works