



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

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	5
ROW Permits (Candlewood, Inlet Point, Oceanway, Dixie, Rains)	5
ROW Mechanical Sweeping (Debris Collection)	4 YDS
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	57
Utility Locates Completed	21
Water Breaks	0
Work Orders	8

II. MANAGEMENT

1. Spoke with 1 Marsh Court regarding right-of-way mowing.
2. Performed a right-of-way review at 4358 Candlewood Lane.
3. Returned a call to Ms. Forman regarding Sailfish Drive.
4. Met with an Electrician regarding the License Plate Readers.

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5. Picked up and dropped off a rented trencher.
6. Attended a Safety Meeting.
7. Graded Sailfish Drive.
8. Performed a right-of-way review at 71 Inlet Point Blvd.
9. Spoke with a contractor regarding sewer at 121 Beach Street.
10. Attended a Historic Board Meeting.
11. Met with a gutter contractor regarding 143 Beach Street.
12. Returned a call to 8 Kelly Bea regarding water usage.
13. Spoke with FPL regarding LED lighting questions.
14. Met with the Town Manager regarding budgeting.
15. Returned a call to 4915 Sailfish Drive regarding the availability of sewer.
16. Attended the Volusia County Public Works Luncheon.
17. Performed a right-of-way review at 106 Oceanway Drive.
18. Assisted with the removal of a floating dock at Ponce Preserve.
19. Assisted with the installation of sod on S. Peninsula.
20. Attended the Department Head Meeting.
21. Researched LED Lighting.
22. Installed the SIM Cards into the License Plate Camera.
23. Met with 119 Anchor Drive regarding stormwater.
24. Attended the Town Council Meeting.
25. Contacted Greg Delong on a stormwater project question.
26. Assisted with a stormwater project on Ponce Terrace.
27. Attended a Special Events Meeting.
28. Graded Sailfish Drive.
29. Returned a call to a resident regarding crosswalks on S. Atlantic Ave.
30. Met with 61 Daggett Cove Drive regarding low tree limbs.
31. Attended a Hurricane Preparation Staff Meeting.
32. Helped locate a buried water service in Las Olas.
33. Performed a right-of-way review at 4754 Dixie Drive.
34. Looked at low tree limbs at the request of Waste Management.
35. Performed a diagnostic water meter test at 150 Bounty Lane.
36. Performed a diagnostic water meter test at 4831 S. Atlantic Ave.
37. Performed a right-of-way review at 81 Rains Court.
38. Attended a meeting regarding future improvements at Pollard Park.

III. STAFF NEWS



1. We are pleased to announce that the Public Works Department has hired Calvin Oldham to fill the Maintenance Tech. position. Calvin comes to us with a great skill set, and previously worked with our neighbors at the City of Port Orange. We are excited to have him as a part of our Team!

IV. PROJECTS

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1. N. TOWN LIMITS – License Plate Reader Installation – *Complete*
2. PUBLIC WORKS – Fuel Tank Compliance Audit – *Complete*
3. PUBLIC WORKS – Yearly Water Quality Report - *Complete*
4. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
5. TOWN WIDE - Hydrant Flushing - *Continuous*
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. WATER - Water Quality Testing– *Continuous*
10. WATER – Backflow Prevention Compliance – *Continuous*
11. WATER – Consumer Confidence Report – *In Progress*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **12,694,000 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- Worked extensively on Budget preparation.
5. ADMIN - Prepare Public Works Monthly Status Report.

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6. ADMIN - Prepare Monthly Fuel Consumption Reports.
7. ADMIN - Prepare Service Orders for Meter re-reads, OccupantChanges, Suspected Meter issues, etc.
8. ADMIN –Close- out Service Orders after they are completed bythe Technicians.
9. ADMIN - Maintain Fuel System; Vehicle DatabaseUpdates/Modifications.
10. ADMIN - Research & Coordinate Vendor Quotes.
11. ADMIN - Maintain Records for Backflow Prevention DeviceTesting of all Commercial, Multi Family & GovernmentFacilities Town-Wide.
12. ADMIN - Coordinate Removal of Deceased Animals with WasteMgmt.
13. ADMIN - Coordinate Removal of Residential Yard Debris withWaste Mgmt.
14. ADMIN - Coordinated Meetings for the Public Works General Manager.
15. ADMIN - Coordinate RMA numbers on faulty Sensus Water MeterProducts.
16. ADMIN – Coordinated FEMA training/testing/certifications for
17. all Public Works Employees.
18. ADMIN - Work with Code Enforcement to resolve issues of blocked access to meter boxes, as well as delinquent backflow devices.
19. ADMIN - Coordinate Maintenance on Public Works Vehicles.
20. ADMIN - Deal with customer complaints and concerns, andfollow through with solutions where possible.
21. ADMIN - Coordinate and schedule employees for upcomingtraining courses.
22. ADMIN - Coordinate licensing and certifications of our employeesto Kim in H.R.
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 the Volusia County Health Department during water breaks and Boil Water Notices.
28. ADMIN – Worked extensively with Volusia County Health Dept. onthe yearly Water Quality Report (CCR).
29. ADMIN – Maintain Weekly Fuel Logs, and perform weekly fuel tank measurements and inspections per FDEP.
30. ADMIN – Worked with FDEP on a Fuel Tank Audit.
31. ADMIN – Attended the Volusia County Public Works Luncheon.
32. WATER - Obtain Water Samples & Send to City of Port Orange for Processing.
33. WATER - Obtain Sample Results, Mail Originals to Volusia County Health Dept.
34. WATER - Read Water Meters (2x / month).
35. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month).
36. WATER- Test and prepare mandated reports for Backflow Devices.
37. MAINTENANCE TECHS - Set A/C (before & after every Council Meeting).
38. MAINTENANCE TECHS - Check Stormwater System.

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- 39. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
- 40. MAINTENANCE TECHS - Stormwater Retention Pond.
.....Maintenance (Mowing, Treatments & Service Work on
..... the Fountains).
- 41. MAINTENANCE TECHS - Right-of-Way Maintenance
..... (Mowing, Trim Vegetation).
- 42. MAINTENANCE TECHS - Boat Ramp Dock Inspections &
.....Maintenance.
- 43. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot
.....Stations.
- 44. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders &
.....Patch Holes.
- 45. MAINTENANCE TECHS - Street Sign Maintenance &
.....Replacement (Due to age, weather, vandalism and theft).
- 46. MAINTENANCE TECHS - Deliver Recycle Bins.
- 47. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
- 48. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
- 49. JANITORIAL - Inventory of 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. **BEACH STREET** – Placed and utilized pumps due to excessive rain.
- 2. **FIRE DEPARTMENT** – Repaired broken backflow device.
- 3. **INLET POINT BLVD.** – Placed and ran pumps due to excessive rain.
- 4. **OLD CARRIAGE** – Repaired a pot hole.
- 5. **PONCE PRESERVE** – Removed old, damaged floating docks.
- 6. **PONCE PRESERVE** – Repaired broken boards on the boardwalk.
- 7. **PONCE PRESERVE** – Repaired and straightened parking bumpers.
- 8. **PONCE TERRACE CIRCLE** – Stabilized the swale.
- 9. **S. ATLANTIC AVE** – Installed two bus stop benches.
- 10. **TIMUCUAN** – Painted the restrooms.
- 11. **TIMUCUAN** – Drained and thoroughly cleaned the fountain.
- 12. **TOWN HALL** –Removed and repaired broken steps on the wooden staircase.
- 13. **TOWN HALL** – Repaired broken sprinklers.
- 14. **TOWN LIMITS** – Installed poles for the License Plate Readers.

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 (JUNE)
3901	Keith Gunter	27,356	26,322	1034	34	30
3902	Jeff Miller	25,250	24,702	548	18	30
3903	Eric Ruiz	53,568	53,132	436	15	30

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3904	Floater	41,782	41,393	389	13	30
3905	Tyler Blewitt	23,290	22,759	531	18	30
3906	Erik Repyneck	40,861	40,125	736	25	30
3907	Ken Jones	82,764	82,452	312	10	30
3908	Dario Moravec	N/A	N/A	N/A	N/A	30
3915	Dump Truck	39,873	39,757	116	4	30

XII. VEHICLE MAINTENANCE NOTES

1. #3905 – Oil change and tire rotation.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works