



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

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports (Daggett Circle)	1
New Water Meters Installed	2
ROW Permits (Candlewood Lane, Michael Lane)	2
ROW Mechanical Sweeping (Debris Collection)	4 yds.
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	97
Utility Locates Completed	31
Water Breaks (Harbour Village)	1
Work Orders	15

II. MANAGEMENT

1. Updated a resident on upcoming drainage project.
2. Contacted Jim Thorson regarding a sewer question.
3. Met with a contractor regarding Pollard Park.
4. Performed a right-of-way review at 4780 Michael Lane.

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5. Met with Amy Z. regarding a picnic pavilion for Wilbur Bay.
6. Attended the PICCI Meeting.
7. Attended the Department Head Meeting.
8. Performed a right-of-way inspection at 4377 Candlewood Lane.
9. Responded to and supervised a water break at 4555 S. Atlantic Ave.
10. Spoke with a resident regarding a crosswalk on S. Atlantic Ave.
11. Met with Harbour Village regarding irrigation.
12. Met with a playground inspector at Davies Park.
13. Attended the Parks & Recreation Luncheon.
14. Supervised the replacement of a fire hydrant.
15. Met with a contractor regarding janitorial services.
16. Attended a Christmas Parade Meeting.
17. Met with FPL regarding street lights.
18. Met with 4885 S. Atlantic Ave.

III. STAFF NEWS

N/A

IV. PROJECTS

1. PONCE PRESEVE – Replacement of Boardwalk- *Upcoming*
2. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
3. TOWN WIDE - Hydrant Flushing - *Continuous*
4. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
5. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
6. TOWN WIDE - Locate and Repair Trip Hazards on the Sidewalks - *Continuous*
7. TOWN WIDE – Cleaning Out Storm Drains – *Continuous*
8. WATER - Water Quality Testing– *Continuous*
9. WATER – Backflow Prevention Compliance – *Continuous*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **13,701,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **442,000 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

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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. **Children's Halloween Party** – Reserved the Pavilion for the event. Pressure washed, sanded, and stained the pavilion. Provided pest control and prevention, turned off the sprinklers prior to the event, and made sure water and power were turned on. Removed all games from storage, cleaned them, and loaded all games, decorations, lights, tables, chairs, extension cords, grill, and propane tank onto the trailer and delivered the day of the event. Cleaned up after the event and brought all items back to Public Works to clean up and put back into 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- 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.
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 – Coordinate 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, and
.....follow through with solutions where possible.
21. ADMIN - Coordinate and schedule employees for upcoming
.....training courses.

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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 – Attended training on new software.
27. ADMIN - Coordinate with the Volusia County Health Department during water breaks and Boil Water Notices.
28. ADMIN – Maintain Weekly Fuel Logs and perform weekly fuel tank measurements and inspections per FDEP.
29. ADMIN – Set up new employees in the fuel system.
30. WATER - Obtain Water Samples & Send to City of Port Orange for Processing.
31. WATER - Obtain Sample Results, Mail Originals to Volusia County Health Dept.
32. WATER - Read Water Meters (2x / month).
33. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month).
34. WATER- Test and prepare mandated reports for Backflow Devices.
35. MAINTENANCE TECHS - Set A/C (before & after every Council Meeting).
36. MAINTENANCE TECHS - Check Stormwater System.
37. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
38. MAINTENANCE TECHS - Stormwater Retention Pond.Maintenance (Mowing, Treatments & Service Work on the Fountains).
39. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation).
40. MAINTENANCE TECHS - Boat Ramp Dock Inspections &Maintenance.
41. MAINTENANCE TECHS - Empty & Re-Stock Dogi-PotStations.
42. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders &Patch Holes.
43. MAINTENANCE TECHS - Street Sign Maintenance &Replacement (Due to age, weather, vandalism and theft).
44. MAINTENANCE TECHS - Deliver Recycle Bins.
45. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
46. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
47. JANITORIAL - Inventory of Janitorial Supplies.
48. PW, TH, PD, FD, CC, Museum - Buildings & GroundsMaintenance.
49. TH/PD/FD/PW - Routine Generator Maintenance.
50. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-upSigns & preparation for Private Events).

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **143 BEACH STREET**– Replaced landscape lighting.
2. **143 BEACH STREET** – Stained decking by back door.
3. **DAVIES PARK** – Sanded and stained the gazebo.
4. **FIRE DEPT.** – Fixed irrigation wiring.
5. **PONCE PRESERVE** – Repaired parking bumpers, handrail & poles.
6. **PONCE PRESERVE** – Repaired broken spindles on the lookout tower.

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- 7. **PUBLIC WORKS** – Organized and cleaned the storage building.
- 8. **S. PENINSULA** – Filled in shoulders with asphalt where needed.
- 9. **SEAWINDS CIRCLE** – Relocated a fire hydrant.
- 10. **TOWN HALL** – Helped with records room straightening and organization.
- 11. **WILBUR BAY PARK** – Placed a sign identifying the recreation area.

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 (October)
3901	Keith Gunter	31,297	30,130	1,167	38	31
3902	Jeff Miller	27,742	26,921	821	26	31
3903	Eric Ruiz	56,379	55,771	608	20	31
3904	Jessica Ibrahim	43,472	42,895	577	19	31
3905	Tim Berry	25,159	24,814	345	11	31
3906	Erik Repyneck	43,253	42,561	692	22	31
N/A	N/A	N/A	N/A	N/A	N/A	31
N/A	N/A	N/A	N/A	N/A	N/A	31
3915	Dump Truck	40,259	40,171	88	3	31

XII. VEHICLE MAINTENANCE NOTES

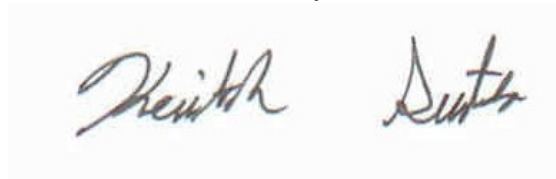
N/A

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works