



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: December 4th, 2018
Subject: Public Works Department Monthly Report for November 2018

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	2
ROW Permits (Marie Drive,)	2
ROW Mechanical Sweeping (Debris Collection)	4 YDS
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	61
Utility Locates Completed	20
Water Breaks (Marie Drive)	1
Work Orders	19

II. MANAGEMENT

1. Shut off water @ 65 Aurora Avenue.
2. Met with 7 Mar Azul.
3. Worked on siding for the Ponce Inlet Historical Museum.
4. Attended a Parks & Rec Meeting.

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5. Reviewed new Human Resources Policy.
6. Attended a meeting regarding Pollard Park.
7. Attended the Employee of the Year Meeting.
8. Performed a right-of-way review @ 103 Marie Drive.
9. Met with Town Hall regarding the new Human Resources Policy.
10. Attended a PICCI Meeting.
11. Attended a Pre-Construction Meeting on the upcoming Drainage Project.
12. Assisted with the Ponce Preserve Decking Project.
13. Attended a Staff Meeting.
14. Attended a meeting with residents on Pollard Park
15. Attended a meeting with the Cell Tower Contractor.
16. Attended the Council Meeting.
17. Performed a right-of-way review.
18. Met with FPL on street lights.
19. Met with Port Orange regarding a sewer issue on Marie Drive.

III. STAFF NEWS

1. We are pleased to announce that **Tim Berry, Jessica Ibrahim, and Eric Ruiz** have now attained the designation of Licensed Stormwater Operator- Level 1. The program is intended to improve the knowledge and competency of stormwater management field personnel by providing high quality, consistent training that assures a recognized level of knowledge and skill. Way to go!

IV. PROJECTS

1. PONCE PRESEVE – Replacement of Boardwalk- *In Progress*
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: **12,408,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **414,000 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,

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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. **Children's Christmas Party** – Removed items from storage at Public Works, cleaned and spray painted the items as needed, and delivered the items to the Community Center as requested. Picked up items after the event and stored them at Public Works.
2. **Garden Club Meeting** – Set up all tables and chairs as requested, then took them down and stored them afterwards.
3. **Operation Changing Lives Race** - Prepared Davies Park by turning off the sprinklers, turning on the electric, spraying for ants, unlocking restrooms, etc. Delivered barricades, road closed signs, and traffic cones for traffic control.
4. **Veteran's Day Ceremony** - Prepared Davies Park by trimming trees, turning off sprinklers, turning on the electric, spraying for ants, etc. Hauled all chairs to the Park on the day of the event, worked on setup, and then cleaned up after the event and brought all of the chairs back down to Public Works afterwards.
5. **Women's Club Boutique** – Set up all tables and chairs requested for the event, then took them down and stored them afterwards.

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- Cross-trained with the Utility Billing Department.
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.

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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.
22. ADMIN - Coordinate licensing and certifications of our employees
.....to Kim in H.R.
23. ADMIN - Coordinate with FPL regarding Street Light outages.
24. ADMIN - Drop off and pick up vehicles as needed for service
.....and 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. ADMIN – Designed the Christmas Float for Town Council.
31. ADMIN – Arranged for vehicle towing on #3904.
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.
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.

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- 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. **143 BEACH STREET**– Delivered Christmas Tree and decorations.
- 2. **143 BEACH STREET** – Repaired some rotten siding on the building exterior.
- 3. **143 BEACH STREET** - Replaced some rotten decking.
- 4. **DAVIES PARK** – Pressure washed and stained the Gazebo.
- 5. **DAVIES PARK** – Placed new lighting in the restrooms.
- 6. **DAVIES PARK** – Sprayed for bugs and weeds.
- 7. **DAVIES PARK** – Repaired sprinklers.
- 8. **DIXIE DRIVE** – Filled in a wash out in the road.
- 9. **FIRE DEPT.** – Delivered and set up Christmas Decorations.
- 10. **HAPPY TAILS DOG PARK** – Sprayed for fleas and bugs.
- 11. **POLICE DEPARTMENT** – Picked up Halloween decorations and stored at P.W.
- 12. **POLICE DEPARTMENT** – Removed all decals from patrol vehicle as requested.
- 13. **PONCE PRESERVE** – Replaced and painted parking bumpers.
- 14. **PONCE PRESERVE** – Worked on replacement of the boardwalk decking.
- 15. **PUBLIC WORKS** – Assembled a hand cart for the decking replacement.
- 16. **PUBLIC WORKS** – Cleaned out the Roundhouse; removed Christmas Decorations.
- 17. **PUBLIC WORKS** – Replaced emergency lighting fixtures.
- 18. **PUBLIC WORKS** – Worked on Christmas Float for the Council Members.
- 19. **PUBLIC WORKS** – Set up Christmas Decorations.
- 20. **S. ATLANTIC AVE.** – Decorated Town Limits Sign.
- 21. **S. PENINSULA** – Decorated Town Limits Sign.
- 22. **TIMUCUAN OAKS** – Worked on irrigation; verified function.
- 23. **TIMUCUAN OAKS** – Repaired sinking pavers to avoid any trip hazards.
- 24. **TOWN HALL** – Delivered and set up Christmas Decorations.
- 25. **WILBUR BAY PARK** – Relocated and reset two signs.

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 (NOVEMBER)
3901	Keith Gunter	32,397	31,297	1,100	37	30
3902	Jeff Miller	28,241	27,742	499	17	30
253903	Eric Ruiz	56,979	56,379	600	20	30
3904	Jessica Ibrahim	43,924	43,472	452	15	30

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3905	Tim Berry	25,217	25,159	58	2	30
3906	Erik Repyneck	43,718	43,253	465	16	30
N/A	N/A	N/A	N/A	N/A	N/A	30
N/A	N/A	N/A	N/A	N/A	N/A	30
3915	Dump Truck	40,308	40,259	49	2	30

XII. VEHICLE MAINTENANCE NOTES

N/A

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works