



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: January 15th, 2019
Subject: Public Works Department Monthly Report for December 2018

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	1
New Water Meters Installed	3
ROW Permits	0
ROW Mechanical Sweeping (Debris Collection)	3 YDS
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	44
Utility Locates Completed	23
Water Breaks	0
Work Orders	8

II. MANAGEMENT

1. Met with Resident's on the Stormwater Project.
2. Attended a meeting regarding rules and regulations.
3. Attended a Parks & Recreation Meeting.
4. Returned a call to 49 Loggerhead Court.

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5. Attended a meeting on Pollard Park.
6. Attended a Department Meeting.
7. Met with a Stormwater Contractor.
8. Attended a Town Council Meeting.
9. Met with the Town Manager regarding an RFP for Debris Monitoring.
10. Called a resident back on the Stormwater Project.
11. Surveyed Wilbur Bay Park.
12. Met with a Contractor on the Beach Street Project.
13. Sprayed pepper trees.
14. Called Volusia County regarding the crosswalk on S. Atlantic Ave.
15. Called Lynn Albinson regarding tree trimming.
16. Met with the Air Conditioning Contractor.
17. Met with a resident on Beach Street regarding the Stormdrain.

III. STAFF NEWS

N/A

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. TOWN WIDE – Tree Trimming Project - *Complete*
9. WATER - Water Quality Testing– *Continuous*
10. WATER – Backflow Prevention Compliance – *Continuous*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **12,319,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **397,000 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

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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. **CHRISTMAS PARADE** – Helped prepare for the Christmas Parade by delivering a trailer with chairs and a table for the judges to the Dog Park. Set up the chairs for band members at Davie's Park, turned on electricity at the Gazebo, coordinated the pickup of the podium and sound system to be taken from the Lighthouse and set up at Davies Park. Delivered the barricades and cones for traffic control and placed extra trash receptacles. After the parade, cleaned up the parade route, and returned all items to their respective places for storage.
2. **CHILDREN'S CHRISTMAS PARTY** – Refurbished props and delivered them to the Community Center; helped with the set up. After the completion of the event, returned all items to their respective places for 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- 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.
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.

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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 – 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-PotStations.
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 & GroundsMaintenance.
51. TH/PD/FD/PW - Routine Generator Maintenance.
52. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-upSigns & preparation for Private Events).
- 53.

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

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1. **DAVIES PARK** – Painted the doors.
2. **PONCE PRESERVE** – Worked on replacing damaged decking.
3. **PONCE PRESERVE** – Placed a new lock on the gate.
4. **SAILFISH DRIVE** – Graded the road.
5. **TIMUCUAN OAKS** – Re-stripped the parking stalls.
6. **TOWN HALL** – Replaced broken sprinkler solenoid.
7. **TOWN HALL** – Pressure washed the sidewalks.

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 (DECEMBER)
3901	Keith Gunter	33,218	32,397	821	26	31
3902	Jeff Miller	28,651	28,241	410	13	31
3903	Eric Ruiz	57,837	56,979	858	28	31
3904	Jessica Ibrahim	44,449	43,924	525	17	31
3905	Tim Berry	25,260	25,217	43	1	31
3906	Erik Repyneck	44,317	43,718	599	19	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	40,349	40,308	41	1	31

XII. VEHICLE MAINTENANCE NOTES

N/A

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works