



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: April 4, 2019
Subject: Public Works Department Monthly Report for March 2019

I. GENERAL

Description	Qty. Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	0
ROW Permits (S. Peninsula, Dixie)	2
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	42
Utility Locates Completed	26
Water Breaks	0
Work Orders	14

II. MANAGEMENT

1. Met with the fire alarm company at Town Hall.
2. Met with Town Manager to discuss solid waste PFR.
3. Contacted H.O on Marsh Ct. with reference to pepper trees.
4. ROW review 122 Ponce Terrace Circle.

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5. Attended the recycling luncheon.
6. Met with FPL to discuss an issue with LPR
7. Attended a sewer meeting with the City of Port Orange.
8. Attended special event meeting.
9. ROW review at 74 Inlet Point.
10. Set up new Truck.
11. Met with code enforcement official at the boat ramp.
12. New water service review conducted.
13. Met with Critter Fleet on the fence project.

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. WATER - Water Quality Testing– *Continuous*
9. WATER – Backflow Prevention Compliance – *Continuous*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: 11,465,000 gallons.*
2. Water Consumption for the month – *Average Daily Use: 370,000 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

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11. **WILBUR BAY WETLANDS** – 4324 S. Peninsula Drive

VII. EVENTS

1. Put out RIDE QUET signs for bike week.
2. Boardwalk set up for 5K run.

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 - Coordinate 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 - Coordinate with FPL regarding Street Light outages.
22. ADMIN - Drop off and pick up vehicles as needed for service
.....and repair.
23. ADMIN - Input Work Orders as needed.
24. ADMIN - Coordinate with the Volusia County Health Department
..... during water breaks and Boil Water Notices.
25. ADMIN – Maintain Weekly Fuel Logs and perform weekly
..... fuel tank measurements and inspections per FDEP.
26. ADMIN – Phone conference with a product specialist to resolve
meter reading issues.

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

IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **COMMUNITY CENTER** – Set up and tear down for Woman’s Club.
2. **DAVIES PARK** – Removed leaves and debris.
3. **FIRE DEPARTMENT** – Monthly inspections conducted.
4. **FIRE DEPARTMENT** – Toilet repairs made.
5. **HAPPY TAILS** – Removed leaves and debris.
6. **POLICE DEPARTMENT** – Completed concrete work.
7. **POLICE DEPARTMENT** – Monthly inspections conducted.
8. **POLICE DEPARTMENT** – Cleaned vehicles.
9. **PONCE PRESERVE** – Worked on replacing damaged decking.

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10. **PONCE PRESERVE** – Repairs on directional signs completed.
11. **PONCE PRESERVE** – Trimmed palms around trails.
12. **PUBLIC WORKS** – Cleaned Shop and Trucks.
13. **PUBLIC WORKS** – Sharpened all tools.
14. **PUBLIC WORKS** – Using blower removed leaves and debris.
15. **SAILFISH DRIVE** – Graded the road.
16. **TIMUCUAN OAKS** – Monthly Inspections completed.
17. **TIMUCUAN OAKS** – Power washed bathroom exteriors.
18. **TOWN HALL** – Monthly inspections conducted.
19. **TOWN HALL** – A/C maintenance performed.
20. **TOWNWIDE** – Fire Hydrant work at 4336 S. Atlantic Ave.
21. **TOWNWIDE** – Prepared roads for stripping.
22. **MUSEUM** – Power washed the exterior of building.

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 (March)
3901	Keith Gunter	421	10	411	13	31
3902	Jeff Miller	30,197	29,673	524	17	31
3903	Eric Ruiz	59,288	59,024	264	8	31
3908	Dario Moravec	35,311	35,674	363	12	31
3905	Jeff Jowers	26,466	26,093	373	12	31
3906	Erik Repyneck	45,673	45,262	411	13	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	40,451	40,349	102	3	31

XII. VEHICLE MAINTENANCE NOTES

N/A

Prepared & Submitted By:

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 Keith Gunter, General Manager of Public Works

Reviewed & Submitted By:

