



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: August 12, 2019
Subject: Public Works Department Monthly Report for July 2019

I. GENERAL

Description	Qty.Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	0
ROW Permits	6
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	39
Utility Locates Completed	34
Water Breaks	3
Work Orders	6

II. MANAGEMENT

1. Met with H.O. @ 4337 S. Peninsula to discuss water issue.
2. Met with H.O. @ 4829 S. Atlantic to discuss water issue.
3. Repaired waterline break @ 38 Mar Azul
4. Worked with PD to block road @ S. Atlantic.
5. Attended Special Event Meeting
6. Attended Park and Rec. Meeting
7. Attended Staff Meeting
8. Attended Council Meeting
9. Attended Davis Park Meeting
10. Attended PW Luncheon
11. Met with Fire Inspector
12. Oversaw waterline repair @ Bay Harbor
13. Worked with Property Owner to locate water service on RiverGlen

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14. Worked with Property Owner to locate water service on 62 Bayharbor
15. Called Home Owner to discuss street light
16. Oversaw waterline repair @ 4823 S. Atlantic
17. ROW review at 66 Loggerhead
18. ROW review at 65 Oceanway
19. Performed hydrant repairs
20. Called contractor to discuss waterlines
21. Attended the RFP opening for Debris Monitoring.

III. STAFF NEWS

IV. PROJECTS

1. PONCE PRESEVE – Replacement of Boardwalk- *95% complete-Top rail*
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: 22,191,000 gallons.*
2. Water Consumption for the month – *Average Daily Use: 716,000 gallons.*

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

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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 - Completed, gained approval and mailed CCR.
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 – Following FDEP I Revised NPDES report and submitted for approval.

26. ADMIN – Maintain Weekly Fuel Logs and perform weekly fuel tank measurements and inspections per FDEP.
27. ADMIN – Phone conference with a product specialist to resolve meter reading issues.
28. WATER - Obtain Water Samples & Send to City of Port Orange for Processing.
29. WATER - Obtain Sample Results, Mail Originals to Volusia County Health Dept.
30. WATER - Read Water Meters (2x / month).
31. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month).

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32. WATER- Test and prepare mandated reports for Backflow Devices.
33. MAINTENANCE TECHS - Set A/C (before & after every Council Meeting).
34. MAINTENANCE TECHS - Check Stormwater System.
35. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
36. MAINTENANCE TECHS - Stormwater Retention Pond. Maintenance (Mowing, Treatments & Service Work on the Fountains).
37. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation).
38. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance.
39. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot Stations.
40. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes.
41. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to age, weather, vandalism and theft).
42. MAINTENANCE TECHS - Deliver Recycle Bins.
43. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
44. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
45. JANITORIAL - Inventory of Janitorial Supplies.
46. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance.
47. TH/PD/FD/PW - Routine Generator Maintenance.
48. 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** – Mowed.
3. **FIRE DEPARTMENT** – Monthly inspections conducted.
4. **FIRE DEPARTMENT** – Mowed and trimmed all bushes
5. **HAPPY TAILS** – Removed leaves and debris.
6. **HAPPY TAILS** – Installed new mulch .
7. **TOWNWIDE** – Exercised valves.
8. **POLICE DEPARTMENT** – Mowed and trimmed all bushes.
9. **POLICE DEPARTMENT** – Monthly inspections conducted.
10. **POLICE DEPARTMENT** – Cleaned vehicles.
11. **PONCE PRESERVE** – Trimmed mangroves.
12. **PONCE PRESERVE**– Trimmed bushes around playground.
13. **PUBLIC WORKS** – installed new mulch
14. **PUBLIC WORKS** – Mowed and trimmed all bushes.
15. **PUBLIC WORKS** – Using blower removed leaves and debris.
16. **SAILFISH DRIVE** – Removed 3 trees that were impeding traffic
17. **TIMUCUAN OAKS** – Monthly Inspections completed.
18. **TOWN HALL** – Monthly inspections conducted.
19. **TOWN HALL** – Replaced rat bat and set new traps.
20. **TOWN HALL** – Removed furniture and changed light bulbs
21. **TOWNWIDE** – Monthly water testing preformed.
22. **TOWNWIDE** – Cleaned out Storm drains
23. **TOWNWIDE** – Replaced Street Signs.
24. **TOWNWIDE** – Replaced malfunctioning sensors in water meters
25. **MUSEUM** – Mowed and Trimmed.

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X. END OF MONTH MILEAGE REPORT

Vehicle	Driver	Current Miles	Previous	Mth	Day
3901	Keith Gunter	4624	3468	1156	37
3902	Jeff Miller	32,316	31,804	512	16
3903	Eric Ruiz	61,634	61,242	392	13
3908	Dario Moravec	37,485	37,104	381	12
3905	Jeff Jowers	28,350	28,350	0	0
3906	Erik Repyneck	47,543	46,985	558	18
3915	Dump Truck	41,028	41,028	0	0

XII. VEHICLE MAINTENANCE NOTES

1. **VEHICLE 3905** – Oil change and tire rotation.

Prepared & Submitted By:
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Reviewed & Submitted By:
Keith Gunter, General Manager of Public Works