

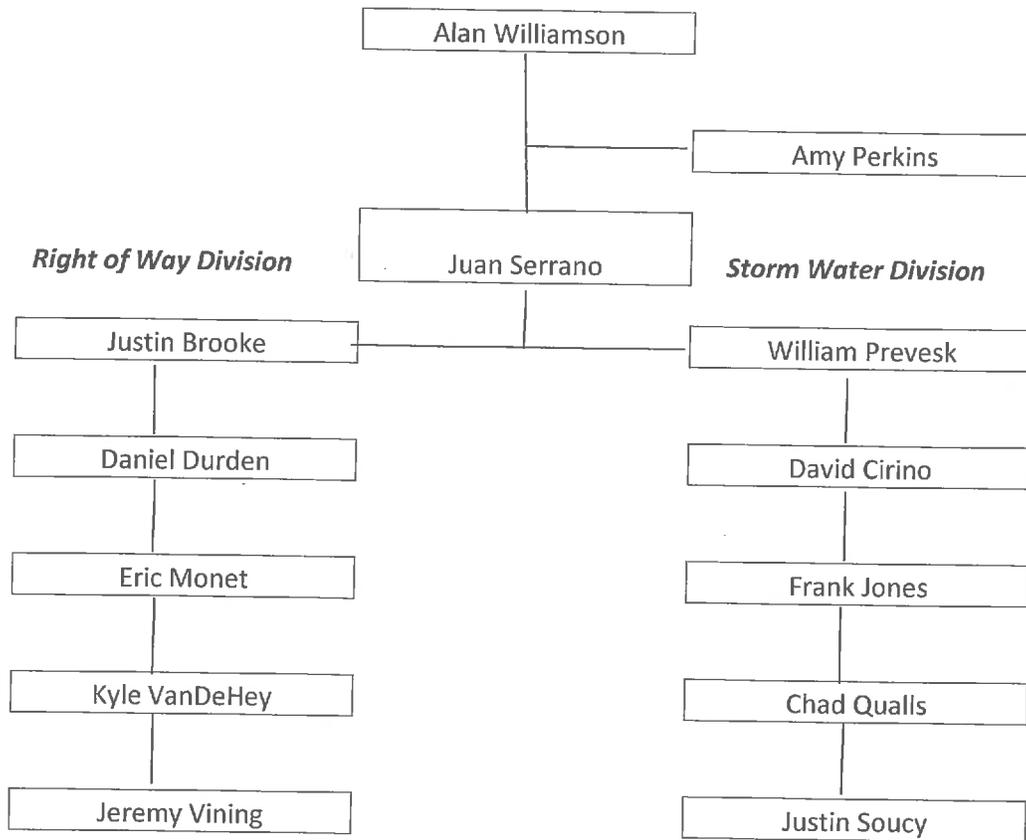
City of DeBary
Public Works Annual Report



2015

City of DeBary Public Works Department

Staffing



City of DeBary Public Works

2015 Annual Report

Overall Purpose of the Department

To provide a high level of service in the areas of maintenance and enhancement to the physical infrastructure of the City of DeBary. This infrastructure is comprised of streets, sidewalks, bridges, storm sewers, signage, capital equipment, vehicles, and general landscaping for which the municipal administration is responsible.

Goals

- Improve response time to the requests for service by our residents.
- To assure that our residents and commuters have a safe and unobstructed travel on city streets.
- To enrich/enhance the aesthetic appearance and environmental quality of the city.
- To maintain and improve the employee safety program as needed.
- To maintain all vehicles and equipment in good working order.

Department Overview

The employees of the Public Works Department are responsible for maintaining the city roads, sidewalks, right-of-way, and storm water infrastructure. These projects are accomplished with eleven full-time field staff and two full-time administrative staff.

The Public Works field staff hours are 7:00am to 3:30pm while the administrative staff hours are 8:30am to 5:00pm. Additionally, the Public Works Department provides an on-call rotation in which an employee is available for duty twenty-four hours a day, seven days a week, three hundred and sixty-five days a year. This on-call employee responds to emergency situations after hours.

The structure of the Public Works Department is divided into two divisions: 1) Right-of-Way Division, and 2) Storm Water Division

Right-Of-Way Division

The city created the Public Works Department in FY 2013. The department is staffed by 5 full time staff members and supervised by the Public Works Superintendent. The department is responsible for the operation and maintenance of storm water systems, sidewalks, City roadways, including pavement repairs and median maintenance along 17/92. The department maintains all City-owned equipment, and provides a variety of services to the public and other city departments.

In FY 2015 the Storm Water Division was created. Prior to the Storm Water Division all Public Works duties were under the five man crew of the Right-of-Way Division. Statistics for this year take into account that the Storm Water Division was not in place until later in the year.

Streets within the City of DeBary	Miles
City Roads	132.2
County Roads	12.9
State Roads	5.4

Service Measures	2015
Asphalt Road Repairs	33 tons hot asphalt and 250 square yards cold patch

Service Measures	2015
Retention Pond Mowing	3 cycles of mowing for 498.6 acres
Right of Way Maintenance	695.3 manpower hours
17-92 Maintenance	979 manpower hours
City Property Maintenance	193.9 manpower hours

In addition to the regular maintenance schedule the Right-of-Way Division had an additional 168 work orders which totaled 1,535.35 additional manpower hours. Work orders are generated through resident's phone calls or field inspections. Work orders include: brush cutting, tree trimming, potholes, debris removal, downed trees, shoulder wash-outs, etc.

Storm Water Division

The city created the Storm Water Division in FY 2015. The division is staffed by 5 full time staff members and supervised by the Public Works Superintendent. The division is responsible for the maintenance and operation of the storm water infrastructure which include:

Service Measures	2015
Pipe Ends	104
Control structures	122
Curb inlets	1097
Ditch Bottom Inlets	1260
Staff Gauges	57
Headwalls	209
Manholes	476
Mitered End Sections	301
Force Main Pump Stations	4
Force Main Pump Manifolds	9
Force Main Butterfly Valves	20
Miles of Force Main	12
Miles of Culvert	64.3
Miles of Under Drain	2.6
Miles of Open Channel	29.9
FDOT Retention Ponds	9 ponds total 30.85 acres
City Retention Ponds	39 ponds total 135.35 acres

Service Measures	2015
Retention Pond Mowing	13 cycles of mowing for 2,160.6 acres
Storm Water Camera	SW and SE Quadrant Complete
Storm Water Property Maintenance	131.25 Manpower Hours

In addition to the regular maintenance schedule the Storm Water Division had 59 work orders which totaled 711 manpower hours. Work orders are generated through resident's phone calls or field inspections. Work orders include: curb washouts, clearing culverts, FDOT pond 6 fountain maintenance, swale repairs, retention pond fence repairs, lake gauge maintenance, etc.



Lake Outfall repair

Sidewalk Inspection Program

The City of DeBary Sidewalk Inspection and Minor Repair Program provides a systemic approach to sidewalk maintenance, allowing sensible and efficient use of city resources in the upkeep of sidewalks. By identifying areas needing improvement, prioritizing, and tracking repairs, Public Works can better provide for pedestrian safety and reduce liability for trip and fall incidents.

The city has been divided into 4 quadrants for sidewalk inspection purposes, and this year the Southwest quadrant was inspected.

Service Measures	2015
Sq. Feet of Sidewalk Replaced	1,600



Annual Clean-Up Day

In addition to the standard scope of work the Public Works Department also participates in the Annual Clean-Up DeBary event. The event is a partnership between the city and Volusia County for the collection of debris and hazardous materials. In addition to five 30-yard roll-offs for tires, yard debris, household debris, and vegetative debris the event provides residents with a means to dispose of hazardous materials which include: paint, chemicals, pool chemicals, batteries, tires, florescent light bulbs, etc. The Hazardous items collected in 2015 include:

Service Measures	2015
Customers	436
Fluorescent lights	187
Propane tanks	8
Chemicals for reuse	800 lbs.
Batteries	17 lead acid and 41 gel cell
Paint for reuse	1383 lbs.



Additional Duties

Staff from the Public Works Department also assist the Parks and Recreation Department in a number of annual events. All staff members participate in the set-up for the 4th of July event plus staff is required to work the event at Gemini Springs. Public Works staff also assists with the Annual Christmas Tree Lighting event and Annual Christmas Parade.

In addition to the holiday events the Public Works Department also install all the holiday banners and wreaths along 17-92.

Significant Events

This year the department added the Storm Water Division which included hiring five full-time field maintenance workers, and a Public Works Office Assistant. With the addition of an entire division came the necessity to provide the division with proper equipment to function effectively and efficiently. Items purchased for the Storm Water Division include a K2 Portable Mainline CCTV Inspection System, and replacing two inefficient X-Mark mowers with two 60" Kubota mowers for retention pond maintenance.

Purchased for the Public Works Department was a used 10' X 44' singlewide trailer with office space, kitchen, restroom, and an open great-room. The modular office is the Superintendent's office however it is also utilized for staff briefings and office space for field maintenance staff to complete their daily documentation.

