



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: November 01, 2019
Subject: Public Works Department Monthly Report for October 2019

I. GENERAL

Description	Qty.Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	3
ROW Permits	2
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	57
Utility Locates Completed	24
Water Breaks	1
Work Orders	21

II. MANAGEMENT

1. R.O.W. review – 4736 Riverglen
2. Meet with Inlet Harbor on water usage
3. Call-back to Inlet Harbor on additional water questions
4. Call-back to Olson Homes on meter location
5. Destroy knives for Police Department
6. Attend Christmas Parade Meeting
7. Deliver Sewer Meeting letters to Ponce De Leon Cir residents
8. Meet with Off the Hook regarding water usage
9. Attend PICCI Meeting
10. R.O.W. review – 94 Jana
11. Attend Meeting at EOC
12. Attend Staff Meeting
13. Attend Council Meeting
14. Meet with 94 Jana on meter location
15. Phone Conference regarding Sewer Project
16. Attend Ponce de Leon Sewer Meeting
17. R.O.W. permit – 66 Jana
18. R.O.W. permit – 49 Loggerhead
19. Meet with Contractor on water at Pollard Park
20. Meet with Mead & Hunt on Sewer Project

III. STAFF NEWS

IV. PROJECTS

1. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
2. TOWN WIDE - Hydrant Flushing - *Continuous*
3. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
4. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
5. TOWN WIDE - Locate and Repair Trip Hazards on the Sidewalks - *Continuous*
6. TOWN WIDE – Cleaning Out Storm Drains – *Continuous*
7. WATER - Water Quality Testing– *Continuous*
8. WATER – Backflow Prevention Compliance – *Continuous*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **21,420,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **691,000 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

General Manager, Keith Gunter, met with Carol who was spearheading the Ghosts of Ponce Past event on October 20, 2019 and supplied her with a set of charged flashlights. Unfortunately, the Ghost Tour was cancelled due to weather.

Members of the Public Works staff were also essential in the success of the Children's Halloween Party on Saturday, October 26 at Davies Lighthouse Park and the 8th Annual Lighthouse Loop Half Marathon and 5K Race that same day. This important race helps raise funds for student athletes and we were honored to be a part of it.

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).
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. **COMMUNITY CENTER** – Set up and tear down for Garden Club
3. **DAVIES PARK** – Set up for Halloween Event
4. **DAVIES PARK** – Strip and Repaint Restroom Doors
5. **DAVIES PARK** – Power washed Gazebo
6. **FIRE DEPARTMENT** – Monthly inspections conducted
7. **FIRE DEPARTMENT** – Mowed and trimmed all bushes
8. **FIRE DEPARTMENT** – Power washed entire building
9. **FIRE DEPARTMENT** – Dug-up Irrigation and Plumbing
10. **HAPPY TAILS** – Removed leaves and debris
11. **POLICE DEPARTMENT** – Straightened leaning light poles and heads
12. **POLICE DEPARTMENT** – Repaired Sally Port Door
13. **POLICE DEPARTMENT** – Mowed and trimmed all bushes
14. **POLICE DEPARTMENT** – Monthly inspections conducted
15. **PONCE PRESERVE** – Reset railroad timbers
16. **PONCE PRESERVE** – Trimmed mangroves
17. **PONCE PRESERVE**– Trimmed bushes around playground and trails
18. **PONCE PRESERVE** – Move loads of dirt to river banks
19. **PUBLIC WORKS** – Refabricate PVC Connections on Hydrant Meter
20. **PUBLIC WORKS** – Mowed and trimmed all bushes
21. **PUBLIC WORKS** – Using blower: removed leaves and debris
22. **PUBLIC WORKS** – GM and all Technicians completed all current Safety Training
23. **TIMUCUAN OAKS** – Monthly Inspections completed
24. **TOWN HALL** – Continued Rodent Patrol & Trap Checking, approx. 12x/month
25. **TOWN HALL** – Prepped and Painted Kitchen
26. **TOWN HALL** – Monthly inspections conducted.
27. **TOWN HALL** – Straightened leaning light poles and heads
28. **TOWN HALL** – Clean Records Room; move boxes- Valerie A; assemble shelf- Amy Z
29. **TOWNWIDE** – Set out Biketoberfest signs
30. **TOWNWIDE** – Began working on Christmas decorations, including sled cut-out
31. **TOWNWIDE** – Massive cut-back and clear-out efforts on Sailfish and Beach streets
32. **TOWNWIDE** – Monthly water testing preformed/Backflows
33. **TOWNWIDE** – Central Lab/Pace Analytical pick-up and forward w/ MOR to VCHD
34. **TOWNWIDE** – Cleaned out Storm drains
35. **TOWNWIDE** – Continued to Replace Street Signs using newer, stronger brackets
36. **TOWNWIDE** – Replaced malfunctioning meters, sensors & touch pads
37. **TOWNWIDE** – Fill in all known low spots with dirt to level
38. **MUSEUM** – Fixed Lights plus Mowed and Trimmed

X. END OF MONTH MILEAGE REPORT

Vehicle	Driver	Current Miles	Previous	Mth	Day
3901	Keith Gunter	7,189	6,270	919	30
3902	Jeff Miller	33,912	33,222	697	23
3903	Eric Ruiz	63,521	62,839	682	22
3904	Jessica Ibrahim	47,150	46,877	273	9
3905	Jeff Jowers	29,727	29,076	651	21
3906	Erik Repyneck	49,134	48,464	670	22
3908	Dario Moravec	38,963	38,490	473	15
3915	Dump Truck	41,624	41,534	90	3

XI. VEHICLE MAINTENANCE NOTES

1. **VEHICLE 3902** – New Battery

Prepared & Submitted By:
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Reviewed & Submitted By:
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