



**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: December 03, 2019  
Subject: Public Works Department Monthly Report for November 2019

**I. GENERAL**

<b>Description</b>	<b>Qty.Month</b>
<b>FP&amp;L Street Light Outage Reports</b>	<b>0</b>
<b>New Water Meters Installed</b>	<b>1</b>
<b>ROW Permits</b>	<b>0</b>
<b>ROW Mechanical Sweeping (Debris Collection)</b>	<b>4 yds</b>
<b>Service Orders – Water</b>	<b>43</b>
<b>Utility Locates Completed</b>	<b>26</b>
<b>Water Breaks</b>	<b>2</b>
<b>Work Orders</b>	<b>16</b>

**II. MANAGEMENT**

1. Measured all streets in Town (Center Lane Miles)
2. Attended Parks & Recreation Meeting
3. Contacted Brian Smith on new meter
4. Met with customer at 4321 S Atlantic by request to inspect meter
5. Met with AC company, DG Meyer, at Community Center
6. Met with plumber at Community Center
7. Interviewed 2 applicants for the Public Works open position
8. Met with residents on Ponce De Leon Circle regarding Sewer Project
9. Attended Staff Meeting
10. Attended Pollard Park Construction Meeting
11. Met Virgil Moore of Advanced Painting regarding the Fire Department bid/work
12. Attended Town Council Meeting
13. Inspected meter for malfunction at 4783 Michael Lane; meter replacement required
14. Attended Meeting at the Landfill
15. Met Colby Cooter of Ring Power regarding the Fire Department generator
16. Met with resident at 50 Jana on their water meter
17. Met with Daniel Bauer of Universal Signs regarding standard layouts for Town street signs
18. Met with resident at 4928 Sailfish regarding tree in the R.O.W.
19. Inspected meter at Down the Hatch dock (4894 Front St) for read-malfunction
20. Met with resident at 4840 S Peninsula re. high consumption to determine potential leaks
21. Met crew at 4736 Riverglen to inspect/repair reported water line break

### III. STAFF NEWS

Maintenance Technician, **Jessica Ibrahim**, attended the **FW&PCO Water Distribution Level 3 Course** from Nov 18 – 22 in Osteen, FL. She is still awaiting the results of her test.

### 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: 18,107,000 gallons.*
2. Water Consumption for the month – *Average Daily Use: 604,000 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

Members of the Public Works staff supplied numerous hours of support during the month of November physically assisting in the **Marine Science Center Wildlife Fest** (11/9), the **Veteran's Day Ceremony** (11/11), the **Historical Museum Fall Lecture Series** (11/12), the **Annual PIWC Holiday Boutique Auction** (11/20) and the **Operation Changing Lives 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 - 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 - Drop off and pick up vehicles as needed for service and repair.
22. ADMIN - Input Work Orders as needed.
23. ADMIN - Coordinate with the Volusia County Health Department during water breaks and Boil Water Notices.
24. ADMIN – Following FDEP I Revised NPDES report and submitted for approval.
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.
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. **COMMUNITY CENTER** – Set up and tear down for Garden Club
3. **DAVIES PARK** – Set up and tear down for Veteran’s Day Ceremony
4. **DAVIES PARK** – Prepared for and assisted with Operation Changing Lives 5K Run
5. **DAVIES PARK** – Repaired and replaced sprinkler heads
6. **FIRE DEPARTMENT** – Monthly inspections conducted
7. **FIRE DEPARTMENT** – Replaced lights with LED lighting
8. **FIRE DEPARTMENT** – Repair irrigation and plumbing
9. **HAPPY TAILS** – Removed leaves and debris
10. **MUSEUM** – Sanded, stained and replaced boards
11. **MUSEUM** – Painted deck
12. **POLICE DEPARTMENT** – Lubed door hinges
13. **POLICE DEPARTMENT** – Repaired pole lights
14. **POLICE DEPARTMENT** – Cleaned AC coils
15. **POLICE DEPARTMENT** – Monthly inspections conducted (including irrigation)
16. **PONCE PRESERVE** – Trimmed mangroves
17. **PUBLIC WORKS** – Mowed and trimmed all bushes/removed leaves & debris
18. **PUBLIC WORKS** – GM and all Technicians completed current KnowBe4 Training
19. **TIMUCUAN OAKS** – Stained gazebo
20. **TIMUCUAN OAKS** – Spread dirt on all trails and between pavers to fill and level
21. **TOWN HALL** – Continued rodent trap checking
22. **TOWN HALL** – Cleaned AC coils
23. **TOWN HALL** – Monthly inspections conducted (including irrigation)
24. **TOWN HALL** – Repaired fencing on the property
25. **TOWN HALL** – Formed concrete pad; installed and secured new drop box
26. **TOWNWIDE** – Continued building Christmas decorations and began putting in place
27. **TOWNWIDE** – Adjusted all timers for time change
28. **TOWNWIDE** – Monthly water testing preformed/backflows
29. **TOWNWIDE** – Cleaned out storm drains
30. **TOWNWIDE** – Replaced street signs using new brackets; straightened leaning signs
31. **TOWNWIDE** – Replaced malfunctioning meters, sensors & touch pads

**X. END OF MONTH MILEAGE REPORT**

<b>Vehicle</b>	<b>Driver</b>	<b>Current Miles</b>	<b>Previous</b>	<b>Mth</b>	<b>Day</b>
3901	Keith Gunter	8152	7,189	963	32
3902	Jeff Miller	34,350	33,912	438	15
3903	Eric Ruiz	64,028	63,521	507	17
3904	Jessica Ibrahim	47,411	47,150	261	9
3905	Jeff Jowers	30,023	29,727	296	10
3906	Erik Repyneck	49,587	49,134	453	15
3908	Dario Moravec	39,350	38,963	387	13
3915	Dump Truck	41,716	41,624	92	3

**XI. VEHICLE MAINTENANCE NOTES**

1. **VEHICLE 3906** – Rear Brakes (Rotors & Pads) and Oil Change
2. **VEHICLE 3908** – Brakes (Rotors & Pads)
3. **DUMP TRUCK** – 2 New Tires

*Prepared & Submitted By:*  
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*Reviewed & Submitted By:*  
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