



**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: January 06, 2020  
Subject: Public Works Department Monthly Report for December 2019

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**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>4</b>
<b>ROW Permits</b>	<b>2</b>
<b>ROW Mechanical Sweeping (Debris Collection)</b>	<b>4 yds</b>
<b>Service Orders – Water</b>	<b>42</b>
<b>Utility Locates Completed</b>	<b>31</b>
<b>Water Breaks</b>	<b>1</b>
<b>Work Orders</b>	<b>14</b>

**II. MANAGEMENT**

1. Christmas Parade Meeting
2. Inspected Service Order done at 45 Coastal Oaks, determined new meter needed
3. Oil Change for vehicle 3901
4. Parks & Recreation Meeting
5. Pollard Park Meeting
6. Attended Safety Meeting
7. R.O.W. Permit 35 Jana
8. Met with resident at 4840 S Peninsula regarding water leak
9. Performed Diagnostic Test at 38 Mar Azul N.
10. Met with resident of 4344 Candlewood
11. Attended First Step Open House
12. Attended Staff Meeting
13. Attended Town Council Meeting
14. Took pictures of trees at Davies Park
15. Met contractor at Mar Azul N Community Lot – leaking hydrant meter installed - shutoff
16. Worked on replacing fire hydrant affecting Beacon Point Condos, 7-Eleven, etc
17. Performed Diagnostic Test at 41 Ponce Inlet Key
18. Met with Mayor at Davies Park
19. Purchased concrete forms
20. Attended Pollard Park Meeting
21. Interviewed 2 additional applicants for the Public Works open position

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22. Purchased needed rebar and anchor bolts
23. Called resident on Candlewood about light at Town Hall
24. Met with HR and Town Attorney
25. 4708 Dixie R.O.W. Permit
26. Visited 4737 Riverglen and determined new meter installation necessary
27. Worked on hydrant at 4544 S. Atlantic
28. Worked on new water connect at 4994 S. Atlantic
29. Slayed Brazilian Pepper Trees, administered Garlon 4 on Montrose Avenue
30. Helped move Pollard Park Monument
31. Delivered Jan 7<sup>th</sup> Boil Water Notice letter to 7-Eleven
32. Purchased 4 gallon back sprayer

### III. STAFF NEWS

Received confirmation that Maintenance Technician, **Jessica Ibrahim**, passed her **FW&PCO Water Distribution Level 3 Course** which she attended last month in Osteen, FL.

### 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: **17,472,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **582,000 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

December was an active and exciting month for the Town and the Public Works staff was on the scene willing and able to carry out whatever duties were asked of them, even building an impressive new Christmas sleigh float. In addition to their regularly scheduled assignments and to being first responders for all water-related issues and emergencies, the Public Works crew spent hours preparing for, setting up, monitoring and breaking down many festive events conducted throughout Ponce Inlet. Some of the events included: **The Town Tree Lighting and Children's Christmas Party** on Dec 6<sup>th</sup>, **Breakfast with Santa and the Ponce Inlet Christmas Parade** on Dec 7<sup>th</sup> plus the **Town Staff Christmas Party** on Dec 17<sup>th</sup>.

## VIII. REGULAR MONTHLY TASKS

1. ADMIN - Review Water Reads (2x / month).
2. ADMIN - Review & Input Payroll (2x / month).
3. ADMIN - Prepare Accts Payable Requisitions and Purchase Orders (Weekly).
4. ADMIN - Prepare Public Works Monthly Status Report.
5. ADMIN - Prepare Monthly Fuel Consumption Reports.
6. ADMIN – Prepare/Close-out Service Orders for Meter re-reads and suspected issues, etc.
7. ADMIN - Maintain Fuel System; New Users/Updates/Modifications; Vehicle Database
8. ADMIN - Research & Coordinate Vendor Quotes
9. ADMIN - Maintain Records for Backflow Prevention Device Testing of all Commercial, Multi Family & Government Facilities Town-Wide.
10. ADMIN – Prepare Work Orders for Removal of Deceased Animals with Waste Pro
11. ADMIN – Prepare Work Orders for Residential Waste Requests with Waste Pro
12. ADMIN - Work with Code Enforcement to resolve issues of blocked access to meter boxes, as well as delinquent backflow devices.
13. ADMIN - Coordinate Maintenance on Public Works Vehicles.
14. ADMIN - Deal with customer complaints and concerns, and follow through with solutions where possible.
15. ADMIN - Coordinate and schedule employees for upcoming training courses.
16. ADMIN - Coordinate Licensing and Certifications of employees with H.R.
17. ADMIN - Input Town Staff Work Orders as needed.
18. ADMIN - Coordinate with the Volusia County Health Department during Water Breaks and Boil Water Notices.
19. ADMIN – Maintain FDEP Regulations and run NPDES Ads/Notices as required
20. ADMIN – Maintain Weekly Fuel Logs and perform weekly fuel tank measurements and inspections per FDEP.
21. WATER - Obtain Water Samples & Send to City of Port Orange for Processing.
22. WATER - Obtain Sample Results, Mail Originals to Volusia County Health Dept.
23. WATER - Read Water Meters (2x / month).
24. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month).
25. WATER- Test and prepare mandated reports for Backflow Devices.
26. MAINTENANCE TECHS - Set A/C (before & after every Council Meeting).
27. MAINTENANCE TECHS - Check Stormwater System.
28. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
29. MAINTENANCE TECHS - Stormwater Retention Pond. Maintenance (Mowing, Treatments & Service Work on the Fountains).
30. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation).
31. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance.
32. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot Stations.
33. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes.
34. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to age, weather, vandalism and theft).
35. MAINTENANCE TECHS - Deliver Recycle Bins.
36. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
37. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
38. JANITORIAL - Inventory and Replacement of Janitorial Supplies.
39. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance.
40. TH/PD/FD/PW - Routine Generator Maintenance.

**IX. MISCELLANEOUS ADDITIONAL DUTIES PERFORMED**

1. **COMMUNITY CENTER** – Painted/delivered/set-up items for Children’s Christmas Party
2. **COMMUNITY CENTER** – Set-up and Break-down of Women’s Club Event
3. **COMMUNITY CENTER** – Set-up and Break-down of Garden Club Event
4. **COMMUNITY CENTER** – Unloaded large freight truck order for Storage Room
5. **DAVIES PARK** – New sign installation
6. **FIRE DEPARTMENT** – Set-up Christmas displays & tree/worked Tree Lighting Event
7. **FIRE DEPARTMENT** – Monthly inspections conducted
8. **POLICE DEPARTMENT** – Cleaned all air vents and reachable duct work
9. **POLICE DEPARTMENT** – Pressure washed sidewalks
10. **POLICE DEPARTMENT** – Monthly inspections conducted (including irrigation)
11. **POLLARD PARK** – Moved Monument
12. **PONCE PRESERVE** – Trimmed Mangroves
13. **TOWN HALL** – Continued rodent trap checking
14. **TOWN HALL** – Replaced American flag
15. **TOWN HALL** – Set-up and Breakdown for Town Christmas Party
16. **TOWN HALL** – Monthly inspections conducted (including irrigation)
17. **TOWN HALL** – Removed broken light pole which had been run over
18. **TOWNWIDE** – Continued building, set-up and maintenance of Christmas decorations
19. **TOWNWIDE** – Prepared prior to Christmas Parade and Monitored all areas during
20. **TOWNWIDE** – Performed hydrant work in preparation for replacement
21. **TOWNWIDE** – Monthly water testing preformed
22. **TOWNWIDE** – Cleaned out storm drains
23. **TOWNWIDE** – Continued replacing and repairing street signs
24. **TOWNWIDE** – Replaced 4 meters, 1 water line and multiple 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	9,043	8,152	891	29
3902	Jeff Miller	34,735	34,350	385	12
3903	Eric Ruiz	64,447	64,028	419	14
3904	Jessica Ibrahim	47,771	47,411	360	12
3905	Jeff Jowers	30,625	30,023	602	19
3906	Erik Repyneck	50,021	49,587	434	14
3908	Dario Moravec	39,793	39,350	443	14
3915	Dump Truck	41,844	41,716	128	4

**XI. VEHICLE MAINTENANCE NOTES**

1. **VEHICLE 3901** – Oil Change
2. **VEHICLE 3903** – Oil Change
3. **VEHICLE 3908** – Oil Change

*Prepared & Submitted By:*  
Karen Schenk, Office Manager

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