



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: March 02, 2020
Subject: Public Works Department Monthly Report for February 2020

I. GENERAL

Description	Qty.Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	2
ROW Permits	1
ROW Mechanical Sweeping (Debris Collection)	6 yds
Service Orders – Water	23
Utility Locates Completed	36
Water Breaks	0
Work Orders	21
Waste Pro Incident Cases	4

II. MANAGEMENT

1. Met with FPL regarding street light issue
2. Picked up Dog Park sign
3. Attended Reggae Festival Meeting
4. Attended Pollard Park Meetings for landscaping and standing water on courts
5. Attended Dog Park Meeting
6. Met owner at 4704 S Peninsula regarding serious leak, turned off their water service
7. Met owner at 112 Ponce De Leon regarding high consumption: new meter installed
8. Met Mike of Orkin at Town Hall regarding rodent issue
9. Purchases made for upcoming North Turn's Legends Parade
10. Met seal coat contractor
11. Call-back to seal coat contractor
12. Called owner at 4971 S Peninsula regarding permit application
13. Met with sandblaster at the Fire Department
14. Met with contractor at 4971 S Peninsula regarding R.O.W. permit
15. Met with Giles Electric Co at Davies Park
16. Met with Massengill Painting regarding flag pole at Town Hall
17. Met locksmith at Pollard Park
18. Turned off water service at 123 Anchor

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19. Called owner on Dixie Dr regarding pepper trees
20. Called Joe DiCarlo regarding leveling sidewalk on Caribbean Way
21. Met with Sanderson Concrete at Davies Park
22. Attended Close-out Inspection Meeting at Pollard Park
23. Met electrician at Pollard Park arranged by Saboungi Construction
24. Met with Wayne of Orkin at Town Hall regarding on-going rodent issue
25. Dropped sign off at sign company
26. New meter connect at 4780 S Atlantic
27. P.O.W. permit at Kelly Bea Court
28. Met with resident regarding landscaping at Pollard Park
29. Called resident back regarding insect trap
30. Called Joe Perrone regarding street light issue
31. Cleared branch from 4743 S Peninsula area which was blocking street

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: **18,926,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **653,000 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

February Town events in which the Public Works staff played an active part are:

- Feb 7th – Preschoolers in the Parks – Dinosaurs
- Feb 8th – Historic North Turn Legends Beach Parade
- Feb 15th – Raptor and Migratory Birds at the Museum
- Feb 28th – Farewell Luncheon for P & R Dept Head Amy Zengotita

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 & Fuel Off Road Totals Report
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 Quotes & Coordinate Vendor Meetings
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 Additional Pick-ups of Residential Waste, Large Items and Recycling with Waste Pro and Maintain Recycle Bin Inventory
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 and Follow-through on 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. **BOAT RAMP** – Rearranged signs
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** – Met with PICCI member and DG Meyer for AC repair
5. **DAVIES PARK** – Inspected/repared sprinkler heads, worked on signs
6. **DAVIES PARK** - cut and cleared dead tree limbs and applied ant killer
7. **FIRE DEPARTMENT** – Inspected/repared sprinkler heads, attempted to repair leaking air handler twice, took down and re-set flag pole
8. **FIRE DEPARTMENT** – Moved benches, applied weed killer
9. **MUSEUM** – Stained the decks, inspected/repared sprinklers, applied weed killer
10. **POLICE DEPARTMENT** – Replaced light pole bulbs
11. **POLLARD PARK** – Installed canopies, moved benches, loaded metal roofing
12. **PONCE’S DOG PARK** – Power washed, cut limbs, laid sod, applied weed killer
13. **PONCE PRESERVE** – Graded dirt trails, covered trail roots, installed Earth Day signs
14. **PUBLIC WORKS** – Thorough clean-up of yard and shop
15. **PUBLIC WORKS** – **Additional** sprinklers tested and repaired
16. **TIMUCUAN OAKS** – Planted flowers and other butterfly plants
17. **TOWN HALL** – Continued rodent trap checking, met Orkin multiple times
18. **TOWN HALL** – Hung banner on new light pole
19. **TOWN HALL** – Cut down dead trees and performed detailed trimming on grounds
20. **TOWNWIDE** – Graded roads and filled holes where needed, ground-down sidewalks
21. **TOWNWIDE** – Continued application of Thermoplastic

X. END OF MONTH MILEAGE REPORT

Vehicle	Driver	Current Miles	Previous	/Month	/Day
3901	Keith Gunter	10,668	9,889	779	25
3902	Jeff Miller	35,768	35,157	611	20
3903	Eric Ruiz	65,693	64,950	743	24
3904	Jessica Ibrahim	48,412	48,093	319	10
3905	Jeff Jowers	31,613	31,095	518	17
3906	Erik Repyneck	51,214	50,633	581	19
3908	Dario Moravec	40,744	40,286	458	15
3915	Dump Truck	42,072	41,946	126	4

XI. VEHICLE MAINTENANCE NOTES

- a. **VEHICLE 3903** – Tail Light Driver’s Side

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