



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

I. GENERAL

Description	Qty.Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	4
ROW Permits	0
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	38
Utility Locates Completed	33
Water Breaks	3
Work Orders	15

II. MANAGEMENT

1. Attend Hurricane Meeting
2. Prepare for Hurricane Dorian
3. Clean up debris from Hurricane
4. Attended Special Event Meeting
5. Attended Parks & Recreation Meeting
6. Help relocate meter at 4530 S. Atlantic
7. Attend Pollard Park Construction Meeting
8. Attend Lighthouse Meeting
9. Oversee water tap on Oceanview
10. Spoke to resident about 4803 S. Atlantic sewer
11. Helped with sod project at Town Hall
12. Attend Sewer Meeting at Port Orange
13. Attend Council Meeting
14. Attend Meeting with Waste Pro
15. Attend Ponce de Leon Sewer Meeting

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(MANAGEMENT section continued)

16. Count and e-mail double poles to FPL
17. Meet with Atlantica on water usage
18. 94 Jana call-back on location of meter
19. 72 Jana call-back about water retention in drains
20. Ponce Key call-back on water bill

III. STAFF NEWS



We said goodbye and a huge thank you to Chris Alcaraz for all her outstanding dedication as our Public Works Office Manager. Chris regrettably resigned to attend to family business in her hometown in Illinois. Karen Schenk is now in place as the new Office Manager and learning all the many aspects of what it takes to help keep Public Works running as smoothly as possible. Karen is from Chattanooga, TN and recently moved to the area after having lived in Key West, FL for 10 years. She is honestly awe-struck at the sheer volume of intense work Keith and his Technicians continually carry out for the town of Ponce Inlet.

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: **20,303,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **677,000 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

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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

The Public Works staff continued working diligently into the month of September in preparation for, and then the clean-up of, Hurricane Dorian. Storm preparedness continued to include: appropriate equipment rental; emergency deliveries of sandbags, sand and dirt; boarding-up windows and hanging hurricane shutters. The storm clean-up involved the full removal of boards and shutters from windows, large amounts of debris pick-up and disposal, the collection of fallen/damaged signs and their subsequent repairs and replacements, and dirt/sad relocation.

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.

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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** – Continued to hand out sandbags
3. **COMMUNITY CENTER** – Moved sand pile post-storm
4. **DAVIES PARK** – Mowed and laid sod
5. **FIRE DEPARTMENT** – Monthly inspections conducted
6. **FIRE DEPARTMENT** – Mowed and trimmed all bushes
7. **FIRE DEPARTMENT** – Removed then replaced furniture for carpet cleaning
8. **HAPPY TAILS** – Removed leaves and debris
9. **HAPPY TAILS** – Installed new mulch
10. **TOWNWIDE** – Exercised valves
11. **POLICE DEPARTMENT** – Began and completed Sod Project
12. **POLICE DEPARTMENT** - Removed then replaced furniture for carpet cleaning
13. **POLICE DEPARTMENT** – Painted Lieutenant's office (incl. furniture clear-out & re-set)
14. **POLICE DEPARTMENT** – Mowed and trimmed all bushes
15. **POLICE DEPARTMENT** – Monthly inspections conducted
16. **POLICE DEPARTMENT** – Cleaned vehicles
17. **PONCE PRESERVE** – Painted bathroom
18. **PONCE PRESERVE** – Trimmed mangroves
19. **PONCE PRESERVE**– Trimmed bushes around playground and trails
20. **PUBLIC WORKS** – installed new mulch
21. **PUBLIC WORKS** – Mowed and trimmed all bushes
22. **PUBLIC WORKS** – Using blower removed leaves and debris
23. **TIMUCUAN OAKS** – Monthly Inspections completed
24. **TIMUCUAN OAKS** – Fountain and Gazebo cleaned
25. **TOWN HALL** – Removed then replaced furniture for carpet cleaning
26. **TOWN HALL** – Repaired fence and removed/stained/replaced ceiling tiles
27. **TOWN HALL** – Monthly inspections conducted.
28. **TOWN HALL** – Replaced rat bait and set new traps
29. **TOWN HALL** – Removed furniture and changed light bulbs

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- 30. **TOWNWIDE** – Monthly water testing performed
- 31. **TOWNWIDE** – Cleaned out Storm drains
- 32. **TOWNWIDE** – Replaced Street Signs
- 33. **TOWNWIDE** – Replaced malfunctioning sensors in water meters
- 34. **TOWNWIDE** - Continued storm board-up then removed boards/shutters post-storm
- 35. **MUSEUM** – Mowed and Trimmed

X. END OF MONTH MILEAGE REPORT

Vehicle	Driver	Current Miles	Previous	Mth	Day
3901	Keith Gunter	6,270	5,426	844	28
3902	Jeff Miller	33,222	32,701	521	17
3903	Eric Ruiz	62,839	62,177	662	22
3908	Dario Moravec	38,490	38,012	478	16
3905	Jeff Jowers	29,076	28,820	256	9
3906	Erik Repyneck	48,464	47,941	523	17
3915	Dump Truck	41,534	41,264	270	9

XI. VEHICLE MAINTENANCE NOTES

- 1. **VEHICLE 3906** – Tire repair

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