



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: April 06, 2020
Subject: Public Works Department Monthly Report for March 2020

I. GENERAL

Description	Qty.Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	3
ROW Permits	0
ROW Mechanical Sweeping (Debris Collection)	7 yds
Service Orders – Water	26
Utility Locates Completed	20
Water Breaks	1
Work Orders	15
Waste Pro Incident Cases	5

II. MANAGEMENT

1. Met with Port Orange on Ponce De Leon Circle
2. Met on Dog Park sign
3. Called back 4746 Riverglen on road repair
4. Called back 4699 S Atlantic on water meter location
5. Called back 101 Marie on painting curb
6. Attended PICCI Meeting
7. Met with garage door company
8. Picked up dog monument
9. Met with table contractor at Town Hall
10. Town Council Special Meeting
11. Met with electrical contractor at Davies Lighthouse Park
12. R.O.W. review at 4741 S Peninsula
13. Called back 4886 Sailfish about sewer
14. Met deliverer of trash cans and assisted unload using PW equipment
15. COVID-19 Emergency Meeting
16. Attended Safety Meeting
17. Met deliverer of picnic tables and assisted with unload using PW equipment
18. Additional COVID-19 Meeting
19. Showed the new head of Parks & Recreation around the Town
20. Met with electrician at Davies
21. Attended Executive/Division Head Meeting

Public Works Monthly Report ~ March 2020

22. Helped PW Crew with the major clean-up of Ponce's Happy Tails Dog Park
23. Met vendor of the live oak delivery to Davies Lighthouse Park
24. Town Council Meeting
25. Oversaw the closing of Town restrooms/drinking fountains including the production of signs
26. Met Saxco to renew 5year Termite and Carpenter Ant Contract for Museum
27. Devised/Implemented plan to have designated Town and Park areas regularly disinfected
28. Ordered 100 "No Parking" signs/oversaw their placement once signs ready for pick-up
29. Oversaw closing of playground equipment, including purchasing construction fencing
30. Closed all courts at Parks (Pickleball, Basketball, Tennis) including purchasing locks/signs
31. R.O.W. reviews at 4759 and 4971 S Peninsula
32. Ordered "Public Health Risk" signs, Pick-up and oversaw their display around Town
33. Responded to bee hive down at Ponce Preserve and met vendor for removal
34. Acquired multiple quotes for replacement bollards on Inlet Harbor
35. Attended COVID-19 Personnel Policies Meeting
36. Work on additional quotes for Davies Parks
37. R.O.W. reviews at 86 Rain Ct and 123 Ponce Terrace

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: **22,706,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **732,000 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

March 2020 Town events in which the Public Works staff played an active part in the set-up of road cones, barricades, tables and chairs, provided shuttle services for, then took-down said items are:

Mar 7th – Turtle Trek 5k Run at Davies Lighthouse Park

Mar 7th – Ponce Preserves the Planet Celebrating Earth Day

****after this date, nearly all other events were cancelled for safety against COVID-19 spreading**

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. **COMMUNITY CENTER** – Daily disinfecting until decision came to close
2. **DAVIES PARK** – Hourly disinfecting including weekends until public areas were ordered closed
3. **POLICE DEPT** – Pressure washed entire outside of buildings, clean AC coils
4. **POLICE DEPT** – Regularly scheduled daily disinfecting throughout the work week
5. **POLLARD PARK** – Hourly disinfecting including weekends until public areas were ordered closed
6. **PONCE’S DOG PARK** – Performed major park clean-up including fence section removals, mulch removal/replacement, concrete slabs, pet memorial, sign replacement, moved tables, etc
7. **PONCE PRESERVE** – Thorough maintenance make-over including re-painting arrows, applying Thermoplastic parking lines, re-painting blue Handicap lines and bumpers, laying new mulch, etc
8. **PUBLIC WORKS** – Regularly scheduled daily disinfecting throughout the work week
9. **TIMUCUAN OAKS** – Complete overhaul on fountain, moved tables
10. **TOWN HALL** – Regularly scheduled daily disinfecting throughout the work week
11. **TOWN HALL** – Continued monitoring the rodent situation
12. **TOWN HALL** – Pressure washed entire outside of buildings, clean AC coils
13. **TOWNWIDE** – Obtained water samples for Annual Drinking Water Quality Report
14. **TOWNWIDE** – Disinfected various areas regularly throughout the day then closed designated areas upon request including hanging signs, installing construction fencing and locks were necessary

X. END OF MONTH MILEAGE REPORT

Vehicle	Driver	Current Miles	Previous	/Month	/Day
3901	Keith Gunter	11,854	10,668	1,186	38
3902	Jeff Miller	36,437	35,768	669	22
3903	Eric Ruiz	65,992	65,693	299	10
3904	Jessica Ibrahim	48,666	48,412	254	8
3905	Frank Johnston	31,958	31,613	345	11
3906	Erik Repyneck	52,013	51,214	799	26
3908	Dario Moravec	41,200	40,744	456	15
3915	Dump Truck	42,262	42,072	190	6

XI. VEHICLE MAINTENANCE NOTES

- a. **VEHICLE 3905** – 3 New Tires, Oil Change, Diagnostic Test, Fuel Pressure Switch

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