



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: September 20, 2019
Subject: Public Works Department Monthly Report for August 2019

I. GENERAL

Description	Qty.Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	2
ROW Permits	2
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	23
Utility Locates Completed	32
Water Breaks	0
Work Orders	14

II. MANAGEMENT

1. Met with H.O. @ 38 Marazul to discuss water issue
2. Met with H.O. @ 4924 S. Peninsula on Stormwater
3. Attended Special Event Meeting
4. Attended Hepatitis Meeting
5. Attended Water Conference
6. Attended Council Meeting
7. Met with A.C. Contractor at Town Hall
8. ROW inspection at 4749 S Peninsula
9. ROW review at Lighthouse Boat Yard
10. Talked to County about no parking signs on S. Atlantic
11. Helped with brush removal at Town Hall
12. Worked on Budget adjustments
13. Helped with storm drain cleaning
14. Helped remove fence at boat ramp

III. STAFF NEWS



Tim Berry and **Jessica Ibrahim** both completed their FDOT Temporary Traffic Control (TTC) Intermediate Course. Tim also successfully passed the exam for his Water Distribution License.

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: 20,466,000 gallons.*
2. Water Consumption for the month – *Average Daily Use: 660,000 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

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10. **TIMUCUAN OAKS** – 4550 S. Peninsula Drive
11. **WILBUR BAY WETLANDS** – 4324 S. Peninsula Drive

VII. EVENTS

The Public Works staff worked diligently the last weekend of August in preparation for Hurricane Dorian. Storm preparedness included: appropriate equipment rental; emergency deliveries of sandbags, sand and dirt; boarding-up windows and hanging hurricane shutters.

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.
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.

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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** – Hand out sandbags
3. **DAVIES PARK** – Mowed
4. **FIRE DEPARTMENT** – Monthly inspections conducted
5. **FIRE DEPARTMENT** – Mowed and trimmed all bushes
6. **FIRE DEPARTMENT** – Board up for storm
7. **HAPPY TAILS** – Removed leaves and debris
8. **HAPPY TAILS** – Installed new mulch
9. **TOWNWIDE** – Exercised valves
10. **POLICE DEPARTMENT** – Mowed and trimmed all bushes
11. **POLICE DEPARTMENT** – Monthly inspections conducted
12. **POLICE DEPARTMENT** – Cleaned vehicles
13. **PONCE PRESERVE** – Trimmed mangroves
14. **PONCE PRESERVE**– Trimmed bushes around playground and trails
15. **PUBLIC WORKS** – installed new mulch
16. **PUBLIC WORKS** – Mowed and trimmed all bushes
17. **PUBLIC WORKS** – Using blower removed leaves and debris
18. **SAILFISH DRIVE** – Removed 3 trees that were impeding traffic
19. **TIMUCUAN OAKS** – Monthly Inspections completed
20. **TIMUCUAN OAKS** – Fountain and Gazebo cleaned
21. **TOWN HALL** – Monthly inspections conducted.
22. **TOWN HALL** – Replaced rat bait and set new traps
23. **TOWN HALL** – Removed furniture and changed light bulbs
24. **TOWNWIDE** – Monthly water testing preformed
25. **TOWNWIDE** – Cleaned out Storm drains
26. **TOWNWIDE** – Replaced Street Signs
27. **TOWNWIDE** – Replaced malfunctioning sensors in water meters
28. **MUSEUM** – Mowed and Trimmed
29. **MUSEUM** – Board-up and hang shutters for storm

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X. END OF MONTH MILEAGE REPORT

Vehicle	Driver	Current Miles	Previous	Mth	Day
3901	Keith Gunter	5,426	4,624	802	26
3902	Jeff Miller	32,701	32,316	385	12
3903	Eric Ruiz	62,177	61,634	543	18
3908	Dario Moravec	38,012	37,485	527	17
3905	Jeff Jowers	28,820	28,350	470	15
3906	Erik Repyneck	47,941	47,543	398	13
3915	Dump Truck	41,264	41,028	236	8

XII. VEHICLE MAINTENANCE NOTES

1. **VEHICLE 3908** – New tires, oil change and vehicle repair
2. **VEHICLE 3906** – Spark plugs and additional oil

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