



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: February 04, 2020
Subject: Public Works Department Monthly Report for January 2020

I. GENERAL

Description	Qty.Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	5
ROW Permits	2
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	32
Utility Locates Completed	20
Water Breaks	1
Work Orders	16
Waste Pro Incident Cases	7

II. MANAGEMENT

1. Took down Christmas decorations
2. Met Town Manager at Pollard Park
3. Called 4739 S Peninsula regarding sewer pipe
4. R.O.W. Permit 50 Jana Dr
5. Sprayed Brazilian Pepper trees
6. Worked on hydrant
7. Picked up rock to complete Davies Park sign
8. Supervised hydrant replacement
9. Parks & Recreation Meeting
10. Met with FPL on Pollard Park project
11. Returned burn barrel for Police Department
12. Met with Harbour Village regarding water meter
13. Repaired hydrant at 4721 S Atlantic
14. Obtained information on ADA bench for Town Manager
15. Helped unload metal roof for Pollard Park
16. Met with Hill's Fencing at Happy Tails Dog Park
17. Helped unload ADA bus stop benches
18. Attended meeting on lights at Pollard Park
19. Dug up water service at 50 Jana Dr

Public Works Monthly Report ~ January 2020

20. Called 4715 S Atlantic regarding water meter
21. Met with Valerie regarding Harbour Village water bills
22. Attended Pollard Park Construction Meeting
23. Called 4739 S Peninsula regarding sewer questions
24. Attended Punch List Meeting at Pollard Park
25. Attended Department Head Meeting
26. Attended Racing's North Turn Meeting
27. Met with Councilwoman on Davies Park sidewalk
28. Met with 35 Jana Dr regarding meter relocation
29. Attended meeting for race car parade
30. Met with 74 Inlet Pt regarding water consumption
31. Performed Diagnostic Test at 38 Mar Azul N.
32. Met with FPL regarding 65 Calumet street light
33. Took photos of tree at Davies Park
34. Repaired hydrant on S Atlantic
35. R.O.W. review for 4728 S Peninsula
36. R.O.W. review for 38 Coastal Oaks
37. Rebuilt swale on Beach St
38. Called resident at East Winds regarding recycling
39. Called resident regarding a condition on Sailfish Dr
40. R.O.W. permit for 38 Coastal Oaks
41. Spoke with Clay at D&W Paving regarding street markings at Pollard Park
42. Took photos of new courts at Pollard Park
43. Called contractor regarding 38 Coastal Oaks

III. STAFF NEWS



Congratulations:

PW Crew Leader, Erik Repyneck, was named Employee of the Year 2019 and recognized at the Town Council Meeting, Jan 23rd. It is an honor for such a coveted award to hail from the Public Works Department



Welcome:

We welcome new employee, Frank Johnston, who began his position as Maintenance Tech 1 on Jan 21st. He is a part of Erik Repyneck's crew and a former U.S. Marine.

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: 19,251,000 gallons.*
2. Water Consumption for the month – *Average Daily Use: 621,000 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

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.

Public Works Monthly Report ~ January 2020

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** – Set-up and Break-down for Winter Social Event
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** – Pulled all fire extinguishers for annual inspection
5. **DAVIES PARK** – Laid new rock
6. **FIRE DEPARTMENT** – Pulled all fire extinguishers for annual inspection
7. **FIRE DEPARTMENT** – Replaced state flag and sprayed all locks on buildings
8. **MUSEUM** - Pulled all fire extinguishers for annual inspection
9. **POLICE DEPARTMENT** – Pulled all fire extinguishers for annual inspection
10. **POLICE DEPARTMENT** – Cleaned all windows and replaced bulbs
11. **POLLARD PARK** – Installed “Monarch City” sign
12. **PONCE PRESERVE** – Trimmed Mangroves, performed other debris clear-out
13. **PUBLIC WORKS** - Pulled all fire extinguishers for annual inspection
14. **PUBLIC WORKS** – Sprinklers tested and repaired
15. **TIMUCUAN OAKS** – Responded to after hours call and repaired water line break
16. **TIMUCUAN OAKS** – Pressure washed fountain and sidewalks
17. **TOWN HALL** – Continued rodent trap checking, met Orkin for inspection of new odor
18. **TOWN HALL** – Replaced State flag, cleaned windows, cleaned rest room by request
19. **TOWN HALL** – Pulled all fire extinguishers for annual inspection
20. **TOWN HALL** – Installed light pole with new lamp
21. **TOWNWIDE** – Took down all Christmas decorations and stored
22. **TOWNWIDE** – Repaired and replaced fire hydrants
23. **TOWNWIDE** – Graded roads and filled holes where needed, replaced Thermoplastic
24. **TOWNWIDE** – Cleaned out storm drains
25. **TOWNWIDE** – Replaced 5 meters

X. END OF MONTH MILEAGE REPORT

Vehicle	Driver	Current Miles	Previous	per Mth	per Day
3901	Keith Gunter	9,889	9,043	846	27
3902	Jeff Miller	35,157	34,735	422	14
3903	Eric Ruiz	64,950	64,447	503	16
3904	Jessica Ibrahim	48,093	47,771	322	10
3905	Jeff Jowers	31,095	30,625	470	15
3906	Erik Repyneck	50,633	50,021	612	20
3908	Dario Moravec	40,286	39,793	493	16
3915	Dump Truck	41,946	41,844	102	3

XI. VEHICLE MAINTENANCE NOTES

1. **VEHICLE 3915** – New Battery

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