



**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: May 9th, 2017  
Subject: Public Works Department Monthly Report for April 2017

**I. GENERAL**

Description	Qty Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	21
ROW Permits (Sundunes, Beach Street)	2
ROW Mechanical Sweeping (Debris Collection)	4 YDS
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	70
Utility Locates Completed	27
Water Breaks (Harbour Village)	1
Work Orders	15

**II. MANAGEMENT**

1. Met with Hall Construction at the Fire Dept.
2. Returned a call to 50 Pompano regarding a flag in their yard.

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3. Stopped by 4728 S. Peninsula Drive regarding the sidewalk.
4. Stopped by Dixie/Alberta to investigate a hole on the side of the road.
5. Attended the Parks & Rec Meeting.
6. Called Saltwater Electric regarding Hidden Treasures' power line.
7. R.O.W. Inspection @ 36 Sundunes.
8. Called Mr. Perrone regarding the Town Hall parking lot.
9. Met with Ben at Inlet Harbor regarding the sidewalk.
10. Met with the fence contractor regarding the Community Center.
11. R.O.W. permit @ 116 Beach Street.
12. Met with 56 Jana regarding their driveway.
13. Returned a call to Kelly about tree trimming @ Hidden Treasures.
14. Called the Community Center regarding sod installation.
15. Attended the Department Head Meeting.
16. Dropped off the water bills to Harbour Village.
17. Attended the Citizen's Dinner.
18. Met with Amy Z. regarding the budget.
19. Supervised a water tap @ 4831 S. Atlantic.
20. Supervised a water break @ Harbour Village.

### III. STAFF NEWS

N/A

### IV. PROJECTS

1. SAILFISH DRIVE - Shell Replenishment and Grading-*Continuous*
2. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
3. TIMUCUAN OAKS - Construction of the new Botanical Garden- *Completed*
4. TOWN HALL – Brush Clearing and Fence Placement- *In Progress*
5. TOWN WIDE - Hydrant Flushing - *Continuous*
6. TOWN WIDE - Water Meter Replacement - *In Progress*
7. TOWN WIDE - Dead Bay Tree and Stump Removal - *In Progress*
8. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
9. TOWN WIDE - Water Improvement Project - *Complete*
10. TOWN WIDE - Locate and repair trip hazards on the sidewalks - *Continuous*
11. TOWN WIDE - WATER – Backflow Prevention Project update sent to County -  
.....*Continuous*
12. WATER - Water Quality Testing– *Continuous*

### V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: 15,800,000 gallons.*
2. Water Consumption for the month – *Average Daily Use: 527,000 gallons.*

*Duties listed below are **IN ADDITION** to Primary Routine Assignments and Work Orders*

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### 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

1. **EASTER PARTY**- Prepared the park for the Event by raking the leaves, spraying for ants, pressure washing the gazebo and surrounding areas, and did a very thorough clean up. On the day of the Event, turned the sprinklers off, the electricity on, and delivered all items to the Pavilion. Cleaned up, and cleared out all items after the completion of the Event.

### 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 - Prepare Public Works Monthly Status Report.
5. ADMIN - Prepare Monthly Fuel Consumption Reports.
6. ADMIN - Prepare Service Orders for Meter re-reads, Occupant  
.....Changes, Suspected Meter issues, etc.
7. ADMIN –Close- out Service Orders after they are completed by  
.....the Technicians.
8. ADMIN - Maintain Fuel System; Vehicle Database  
.....Updates/Modifications.
9. ADMIN - Research & Coordinate Vendor Quotes.
10. ADMIN - Maintain Records for Backflow Prevention Device  
.....Testing of all Commercial, Multi Family & Government  
.....Facilities Town-Wide.
11. ADMIN - Coordinate Removal of Deceased Animals with Waste  
.....Mgmt.
12. ADMIN - Coordinate Removal of Residential Yard Debris with  
.....Waste Mgmt.
13. ADMIN - Coordinated Meetings for the Public Works General  
..... Manager.

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14. ADMIN - Coordinate RMA numbers on faulty Sensus Water Meter  
.....Products.
15. ADMIN - Work with Code Enforcement to resolve issues of  
..... blocked access to certain meter boxes as well as  
..... delinquent backflow devices.
16. ADMIN - Coordinate Maintenance on Public Works Vehicles.
17. ADMIN - Continue communication with the Sensus Rep.  
..... regarding water intrusion issues on the Sensus Meters  
.....and on recognizing possible faulty Meters in the future  
.....based on serial numbers.
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 – Met with new employee and prepared all departmental  
..... paperwork and fuel access for new hires.
22. ADMIN - Coordinate with FPL regarding Street Light outages.
23. ADMIN - Drop off and pick up vehicles as needed for service  
.....and repair.
24. ADMIN - Input Work Orders as needed.
25. ADMIN - Work with Sensus Technical Support to correct  
.....problems that we are experiencing.
26. ADMIN - Coordinate with Pat Carrico at the Volusia County  
.....Health Department during water breaks and Boil  
.....Water Notices.
27. ADMIN – Maintain Weekly Fuel Logs, and perform weekly  
..... fuel tank measurements and inspections per FDEP.
28. ADMIN – Work extensively on Budgeting.
29. WATER - Obtain Water Samples & Sent to City of Port Orange  
..... for Processing.
30. WATER - Obtain Sample Results, Mail Originals to Volusia  
..... County Health Dept.
31. WATER - Read Water Meters (2x / month).
32. WATER - Multiple Rereads, Service Orders & Meter Swaps  
..... (2x/ month).
33. WATER- Test and prepare mandated reports for Backflow  
..... Devices.
34. MAINTENANCE TECHS - Set A/C (before & after every Council  
..... Meeting).
35. MAINTENANCE TECHS - Check Stormwater System.
36. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
37. MAINTENANCE TECHS - Stormwater Retention Pond.  
.....Maintenance (Mowing, Treatments & Service Work on  
..... the Fountains).
38. MAINTENANCE TECHS - Right-of-Way Maintenance  
.....(Mowing, Trim Vegetation).
39. MAINTENANCE TECHS - Boat Ramp Dock Inspections &  
.....Maintenance.
40. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot  
.....Stations.
41. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders &  
.....Patch Holes.
42. MAINTENANCE TECHS - Street Sign Maintenance &  
.....Replacement (Due to age, weather, vandalism and theft).
43. MAINTENANCE TECHS - Take Delivery of Fuel

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- 44. MAINTENANCE TECHS - Weekly Fuel Tank Inspections.
- 45. MAINTENANCE TECHS - Deliver Recycle Bins.
- 46. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
- 47. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
- 48. JANITORIAL - Inventory and Order Janitorial Supplies.
- 49. PW, TH, PD, FD, CC, Museum - Buildings & Grounds  
.....Maintenance.
- 50. TH/PD/FD/PW - Routine Generator Maintenance.
- 51. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up  
.....Signs & preparation for Private Events).

**IX. MISCELLANEOUS MAINTENANCE AND DUTIES**

- 1. **143 BEACH STREET** – Adjusted sprinklers & verified timers.
- 2. **COMMUNITY CENTER** – Placed fill dirt in low spots, and then installed new sod.
- 3. **DAVIES PARK** – Prepped for, and poured, a new concrete slab.
- 4. **DAVIES PARK** – Repainted the bathroom doors.
- 5. **DAVIES PARK** - Repaired a broken sprinkler irrigation pipe.
- 6. **HAPPY TAILS** – Spread new mulch as needed.
- 7. **PONCE PRESERVE** – Installed a new Dog Fountain and concrete pad for it to rest on.
- 8. **PONCE PRESERVE** – Spread new mulch at the restrooms.
- 9. **PUBLIC WORKS** – Repaired some faulty irrigation fittings and adjusted the sprinklers and timers.
- 10. **PUBLIC WORKS** – Spread new mulch as needed.
- 11. **PUBLIC WORKS** – Cleaned and organized the Facility during a rainy day.
- 12. **TIMUCUAN OAKS** – Placed new mulch.
- 13. **TOWN HALL** – Adjusted sprinklers & verified timers.

**X. NOTES**

- i. Foreclosures – N/A
- ii. Vandalism – N/A

**XI. END OF MONTH MILEAGE REPORT**

VEHICLE NUMBER	PRIMARY DRIVER	CURRENT ODOMETER READING	PREVIOUS ODOMETER READING	TOTAL MILES PER MONTH	AVERAGE DAILY MILES	DAYS THIS MONTH (April)
3901	Keith Gunter	12,962	11,783	1,179	39	30
3902	Jeff Miller	18,187	17,671	516	17	30
3903	Kevin Goodin	45,976	45,812	164	5	30
3904	Joe Fiorella	37,145	36,756	389	13	30
3905	Tyler Blewitt	16,100	15,524	576	19	30
3906	Erik Repyneck	33,158	32,543	615	21	30
3907	Ken Jones	78,985	78,724	261	9	30
3908	Dario Moravec	142,656	142,290	366	12	30
3915	Dump Truck	37,818	37,704	114	4	30

**XII. VEHICLE MAINTENANCE NOTES**

*Prepared & Submitted By:*



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Amy Dowling, Admin. Assistant

*Reviewed & Submitted By:*



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Keith Gunter, General Manager of Public Works