



**MEMORANDUM**  
**TOWN OF PONCE INLET, PUBLIC WORKS DIVISION**

*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 6th, 2016  
Subject: Public Works Division Monthly Report for April 2016

**I. GENERAL**

Description	Qty Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	53
ROW Permits	0
ROW Mechanical Sweeping (Debris Collection)	6 YDS
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	33
Utility Locates Completed	38
Water Breaks	0
Work Orders	14

**II. MANAGEMENT**

1. Met with the Fuel Tank Representative.
2. Met with Amy Z., Jeaneen, and the County at 143 Beach Street ref landscape.

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3. Changed out meters at Harbour Village.
4. Attended the Park Board Meeting.
5. Attended the Special Events Meeting.
6. Met with a Fence Contractor.
7. Attended the Water Progress Meeting.
8. Attended the Tennis Court Meeting.
9. Worked on Budgeting.
10. Met with Jeaneen and Amy Z. on Pollard Park.
11. Met with Amy Z. at Pollard Park.
12. Met with FPL at the Fire Department.
13. Met with a Fence Contractor at Wilbur Bay.
14. Met with the Bus Stop Contractor.
15. Met with Margi regarding the Beach Parking Lot.
16. Met with a resident regarding Pickle Ball Courts.
17. Met with the A/C Contractor regarding possible A/C replacements for budgeting.
18. Followed up regarding the fence at Wilbur Bay.
19. Called D.E.P. in regards to storm runoff at Old Carriage.
20. Dropped off Truck #3901 for Safety Lighting.
21. Met with a resident at 4328 on the location of a Fence.
22. Met at 143 Beach Street to discuss the fence and trees.
23. Attended the D.E.P. class on Mangroves.
24. Met with a Paver Contractor regarding a retaining wall.
25. Measure the fence at Davies Park.
26. Returned a call from a Resident about Shell on Sailfish.
27. Met with the Mayor about the Council Meeting.
28. Attended a Water Progress Meeting.
29. Supervised a meter change out at 4757 S. Atlantic Ave.
30. Attended the Garden Club Luncheon.
31. Attended the Water Compact Summit.
32. Attended the Board Appreciation Dinner.

### III. STAFF NEWS

1. Jeff Miller attended a Maintenance of Traffic Refresher Course this Month. The Refresher Course is a review of the changes to the Florida Design Standard Index 600 Series and any changes to the Manual on Uniform Traffic Control Devices (MUTCD) which affect traffic control in the work zone. The training will also reinforce some of the principles and practices used in the work zone.
2. We are pleased to announce that the entire Public Works Staff is now licensed through the State of Florida Department of Agriculture and Consumer Services as LTD Commercial Fertilizer Applicators. This was the final step after attending a course last month on "Green Industries Best Management Practices" on Florida Friendly Landscaping. We are proud of the accomplishments of our Staff and their continued pursuit of knowledge and self improvement.

### 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 WIDE - Hydrant Flushing - *Continuous*
5. TOWN WIDE - Water Meter Replacement - *In Progress*
6. TOWN WIDE - Dead Bay Tree and Stump Removal - *In Progress*
7. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
8. TOWN WIDE - Water Improvement Project - *In Progress*
9. TOWN WIDE - Locate and repair trip hazards on the sidewalks - *Continuous*
10. TOWN WIDE - Annual Storm Drain Cleanout - *Complete*

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11. TOWN WIDE - WATER - Backflow Prevention Project update sent to County - *Continuous*
12. WATER - 2015 CCR Report – *In Progress*

### V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **14,998,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **499,933 gallons.***

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

### 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

N/A

### 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.

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11. ADMIN - Coordinate Removal of Deceased Animals with Waste  
.....Mgmt.
12. ADMIN - Coordinate Removal of Residential Yard Debris with  
.....Waste Mgmt.
13. ADMIN - Coordinate Meetings for the Public Works General  
.....Manager.
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  
.....followed through with solutions where possible.
19. ADMIN - Coordinate and scheduled employees for upcoming  
.....training courses.
20. ADMIN - Coordinate licensing and certifications of our employees  
.....to Kim in H.R.
21. ADMIN - Coordinate Hepatitis Vaccination appointments with the  
.....Public Works Staff.
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 - Worked extensively on Budget Preparation, and on  
.....coordinating two year projections for all needs within our  
.....Department.
28. ADMIN – Maintained Weekly Fuel Log and performed weekly fuel  
.....tank measurements.
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).

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- 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
- 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**- Placed new Mulch.
- 2. **DAVIES PARK** – Placed new Mulch as needed.
- 3. **DAVIES PARK** – Painted lines for the Pickleball Court.
- 4. **DAVIES PARK** – Repaired the Mesh Tarp on the Tennis Courts.
- 5. **FIRE DEPT.** – Painted the Fountain.
- 6. **FIRE DEPT.** – Placed new Mulch where needed.
- 7. **HAPPY TAILS** – Placed new Mulch where needed.
- 8. **POLICE DEPT.** – Repaired the Door on the Garbage Dumpster.
- 9. **PONCE PRESERVE** – Placed new Trail Sign at S. Peninsula side.
- 10. **PUBLIC WORKS** - Placed new Mulch at the Front Entrance.
- 11. **PUBLIC WORKS** – Worked on the North Gate that was malfunctioning.
- 12. **PUBLIC WORKS** – Continued working on organizing and cleaning up the Work Yard.
- 13. **S. ATLANTIC/BEACH ST** - Installed reflectors on Stop Signs for visibility for South Bound cars.
- 14. **TIMUCUAN** – Repaired the Electric Outlet at the Fountain.
- 15. **TOWN HALL** – Spread new mulch in various areas as needed.

**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	1,542	629	913	30.43	30
3902	Jeff Miller	11,591	11,167	424	14.13	30
3903	John Pierce	39,715	39,012	703	23.43	30

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3904	Joe Fiorella	34,050	33,788	261	8.42	30
3905	Tyler Blewitt	8,700	8,307	393	13.10	30
3906	Mike Pelger	27,540	26,981	559	18.63	30
3907	Ken Jones	74,890	74,458	432	14.40	30
3908	Dario Moravec	140,323	139,430	893	29.77	30
3915	Dump Truck	35,621	35,571	50	1.67	30

**XII. VEHICLE MAINTENANCE NOTES**

1. Vehicle #3901 in for Safety Lighting.
2. Vehicle #3908 had the seat upholstery repaired.
3. Vehicle #3906 in for 4 Tires, Maintenance, and Battery Replacement.

*Prepared & Submitted By:*



Amy Dowling, Admin. Assistant

*Reviewed & Submitted By:*



Keith Gunter, General Manager of Public Works