



**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: January 4th, 2017  
Subject: Public Works Division Monthly Report for December 2016

**I. GENERAL**

Description	Qty Month
FP&L Street Light Outage Reports (storm related- to be repaired by Jan.)	2
New Water Meters Installed	0
ROW Permits (4735 Dixie, 104 Old Carriage, 41 South Turn)	3
ROW Mechanical Sweeping (Debris Collection)	6 YDS
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	54
Utility Locates Completed	19
Water Breaks (Dixie Drive)	1
Work Orders	15

**II. MANAGEMENT**

1. Helped with setting up for Christmas.

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2. R.O.W. Inspection for 4735 Dixie Drive.
3. R.O.W. Inspection at 104 Old Carriage.
4. Worked on repairing the malfunctioning Meter Reading Autogun.
5. Returned a call to 58 Oceanway Drive regarding the sidewalk.
6. R.O.W. inspection at 41 South Turn Circle.
7. Performed a data log on the meter at 67 Calumet.
8. Repaired the fence at Timucuan.
9. Met with Amy Z. at Winterhaven Park.
10. Attended a computer training course on Windows offered at Town Hall.
11. Supervised a water break on Dixie Drive.
12. Repaired the fence at Wilbur Bay.
13. Met with the Town Manager.
14. Attended the Parks & Rec. Luncheon.
15. Met with AshBritt regarding the debris pickup from Hurricane Matthew.
16. Met with Kim M. regarding FEMA.
17. Met with a resident at 60 Jana Drive.
18. Dropped off the water bills to Harbor Village.
19. Met with Kim M. regarding fixed assets.

### III. STAFF NEWS

Keith Gunter and Amy Dowling both attended a course offered on Microsoft Office 2016. This course was offered to build upon the foundational Microsoft Office 2007/2010 knowledge and skills that were already acquired. It focused on the enhanced features that help improve the way of managing, organizing, presenting, and distributing data and information.

### 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 - Post hurricane cleanup efforts – *Complete*
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: **14,113,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **455,000 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. **CHRISTMAS PARADE** – Helped prepare for the Christmas Parade by delivering a trailer with chairs and a table for the judges to the Dog Park. Set up the chairs for band members at Davie's Park, turned on electricity at the Gazebo, coordinated the pickup of the podium and sound system to be taken from the Lighthouse and set up at Davies Park. Delivered the barricades and cones for traffic control, and placed extra trash receptacles. After the parade, cleaned up the parade route, and returned all items to their respective places for storage.

### 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 - Met with the Debris Removal Contractor regarding  
..... hurricane cleanup and payment schedule.

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14. ADMIN - Coordinated Meetings for the Public Works General  
..... Manager.
15. ADMIN - Met with the Volusia County Health Dept. regarding an  
.....audit of water system and backflow records
16. ADMIN - Attended a computer training course at Town Hall.
17. ADMIN - Worked on FEMA paperwork.
18. ADMIN - Updated daily tracking logs for the post hurricane  
..... cleanup efforts.
19. ADMIN – Scheduled temporary labor to help with the overload of  
..... debris cleanup.
20. ADMIN – Scheduled pickup of rental equipment that was used for  
..... hurricane cleanup.
21. ADMIN - Coordinate RMA numbers on faulty Sensus Water Meter  
.....Products.
22. ADMIN - Work with Code Enforcement to resolve issues of  
..... blocked access to certain meter boxes as well as  
..... delinquent backflow devices.
23. ADMIN - Coordinate Maintenance on Public Works Vehicles.
24. 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.
25. ADMIN - Deal with customer complaints and concerns, and  
.....follow through with solutions where possible.
26. ADMIN - Coordinate and schedule employees for upcoming  
.....training courses.
27. ADMIN - Coordinate licensing and certifications of our employees  
.....to Kim in H.R.
28. ADMIN – Sat in on interviews for the Crew Leader Position.
29. ADMIN – Got with our new employee to secure
30. ADMIN - Coordinate with FPL regarding Street Light outages.
31. ADMIN - Drop off and pick up vehicles as needed for service  
.....and repair.
32. ADMIN - Input Work Orders as needed.
33. ADMIN - Work with Sensus Technical Support to correct  
.....problems that we are experiencing.
34. ADMIN - Coordinate with Pat Carrico at the Volusia County  
.....Health Department during water breaks and Boil  
.....Water Notices.
35. ADMIN – Maintained Weekly Fuel Logs, and performed weekly  
..... fuel tank measurements and inspections per FDEP.
36. WATER - Obtain Water Samples & Sent to City of Port Orange  
..... for Processing.
37. WATER - Obtain Sample Results, Mail Originals to Volusia  
..... County Health Dept.
38. WATER - Read Water Meters (2x / month).
39. WATER - Multiple Rereads, Service Orders & Meter Swaps  
..... (2x/ month).
40. WATER- Test and prepare mandated reports for Backflow  
..... Devices.
41. MAINTENANCE TECHS - Set A/C (before & after every Council  
..... Meeting).
42. MAINTENANCE TECHS - Check Stormwater System.
43. MAINTENANCE TECHS - Town wide - pick up Storm Debris.

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44. MAINTENANCE TECHS - Stormwater Retention Pond.  
.....Maintenance (Mowing, Treatments & Service Work on  
..... the Fountains).
45. MAINTENANCE TECHS - Right-of-Way Maintenance  
.....(Mowing, Trim Vegetation).
46. MAINTENANCE TECHS - Boat Ramp Dock Inspections &  
.....Maintenance.
47. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot  
.....Stations.
48. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders &  
.....Patch Holes.
49. MAINTENANCE TECHS - Street Sign Maintenance &  
.....Replacement (Due to age, weather, vandalism and theft).
50. MAINTENANCE TECHS - Take Delivery of Fuel
51. MAINTENANCE TECHS - Weekly Fuel Tank Inspections.
52. MAINTENANCE TECHS - Deliver Recycle Bins.
53. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
54. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
55. JANITORIAL - Inventory and Order Janitorial Supplies.
56. PW, TH, PD, FD, CC, Museum - Buildings & Grounds  
.....Maintenance.
57. TH/PD/FD/PW - Routine Generator Maintenance.
58. 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. **143 BEACH STREET** - Touched up the paint and stain.
3. **BEACH ST / SAILFISH** – Graded the road due to holes that had formed.
4. **DAVIES PARK** – Replaced broken sprinkler heads.
5. **DAVIES PARK** – Placed new mulch.
6. **FIRE DEPT.** - Placed new mulch.
7. **FIRE DEPT.** - Checked sprinklers and repaired broken sprinkler heads.
8. **FIRE DEPT.** – Reset Christmas decoration timers multiple times.
9. **HAPPY TAILS** – Placed new mulch.
10. **PONCE PRESERVE** – Placed new mulch.
11. **PUBLIC WORKS** – Worked on the sprinkler system replacing broken sprinkler heads.
12. **PUBLIC WORKS** – Changed out the ballasts to LED.
13. **S. PENINSULA** - Placed new sod.
14. **TIMUCUAN** – Changed out the ballasts to LED.
15. **TIMUCUAN** - Repaired the vinyl fence due to storm damage.
16. **TOWN HALL** – Filled in sparse areas with new sod.
17. **TOWN HALL** – Repaired the Drop Box at Town Hall that was damaged by a vehicle.
18. **TOWN HALL** – Repaired broken sprinkler heads.
19. **WILBUR BAY** – Repaired the vinyl fence due to storm damage.

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**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 (DECEMBER)
3901	Keith Gunter	9,086	8,570	516	17	31
3902	Jeff Miller	16,300	15,662	638	21	31
3903	Dario Moravec	44,093	43,184	909	29	31
3904	Joe Fiorella	35,821	35,695	126	4	31
3905	Tyler Blewitt	13,411	12,733	678	22	31
3906	Various	30,943	30,935	8	.26	31
3907	Ken Jones	77,740	77,480	260	8	31
3908	Various	141,550	141,296	254	8	31
3915	Dump Truck	37,039	36,971	68	2	31

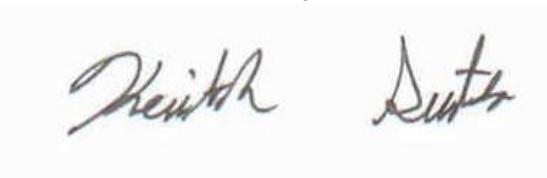
**XII. VEHICLE MAINTENANCE NOTES**

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works