



**MEMORANDUM**  
**TOWN OF PONCE INLET, FINANCE, UTILITIES, & MAINTENANCE 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: April 5th, 2016  
Subject: Public Works Division Monthly Report for March 2016

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**I. GENERAL**

<b>Description</b>	<b>Qty Month</b>
FP&L Street Light Outage Reports	<b>0</b>
New Water Meters Installed	<b>27</b>
ROW Permits	<b>0</b>
ROW Mechanical Sweeping (Debris Collection)	<b>6 YDS</b>
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	<b>42</b>
Utility Locates Completed	<b>27</b>
Water Breaks (Montrose Ave (2), ( S. Atlantic)	<b>3</b>
Work Orders	<b>21</b>

**II. MANAGEMENT**

1. Attended the Park Board Meeting.

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2. Dropped off North and South Turn Signs.
3. Fixed a water leak at 4671 South Atlantic.
4. Met with 4945 Sailfish Drive regarding the Water Project.
5. Oversaw the Water Break on Montrose.
6. Helped with Boil Water Samples.
7. Picked up and dropped off the Shuttle Van for Amy Z.
8. Oversaw an additional Water Break on Montrose.
9. Picked up Lab Paperwork on Boil Water Samples.
10. Performed a Data Log Report for 50 Marie Drive.
11. Oversaw a Water Tap at 4735 S. Atlantic.
12. Attended the Public Works Directors Luncheon.
13. Attended the Safety Meeting at Town Hall.
14. Attended the Special Events Meeting.
15. Met with Amy Z. on Parks.
16. Checked on a water leak at 4789 S. Atlantic.
17. Met with Mike D. regarding Signs.
18. Met with the Fencing Contractor at Davies Park for an estimate.
19. Attended the Staff Meeting.
20. Measured Sidewalks on South Peninsula.
21. Inspected Tennis Court Resurfacing.
22. Compiled Ridership on Bus Stops.
23. Met with Amy Z. and Jeaneen on Trail Signs.
24. Attended the Council Meeting.
25. Attended the Water System Meeting.
26. Met with the Tree Contractor regarding the upcoming Tree Trimming Project.
27. Called a Resident back regarding a fence next to Wilbur Bay.
28. Returned a call from a Resident regarding sewer questions.
29. Met with 115 Inlet Harbor regarding broken irrigation.

### III. STAFF NEWS

1. We are pleased to announce that the entire Public Works Staff attended a course “Green Industries Best Management Practices” on Florida Friendly Landscaping. The course is a science-based educational program for Green Industry workers (lawn-care and landscape maintenance professionals), brought to you by UF-IFAS Florida-Friendly Landscaping™ program. The GI-BMPs teach environmentally safe landscaping practices that help conserve and protect Florida’s ground and surface waters. The entire Public Works Staff passed with flying colors, and are excited to apply the knowledge that they gained.

### 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 - WATER - Backflow Prevention Project update sent to County – *Continuous*
11. WATER - THM/HAAA5 Testing-*Completed*

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### V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use:* **16,124,000 gallons.**
2. Water Consumption for the month – *Average Daily Use:* **520,000 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

1. **PONCE PRESERVES THE PLANET-** Preparation before the event included hauling in loads of dirt and leveling it out among the walking paths, and also trimming the brush back and hauling it off. The day of the Event, we delivered Signs to both entrances of Town Hall, and delivered the tables, chairs, traffic cones, tents, etc. Drove the Shuttle Van during the Event, and removed all prior listed items after the event was over.
2. **CHILDREN'S EASTER PARTY** – Prepared the Park for the Event, and delivered tables, chairs, and the wicker seat for the Easter Bunny on the day of the Event. Collected all items and removed after the conclusion, and cleaned up.

### 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.

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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 - 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 were experiencing.
26. ADMIN - Prepared all paperwork, and set up fuel access  
.....for our new Maintenance Tech. I Employees.
27. ADMIN - Coordinate with Pat Carrico at the Volusia County  
.....Health Department during water breaks and Boil  
.....Water Notices.
28. ADMIN -Set up for contractor meetings at the Public Works  
.....facility.
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.

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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 / Weekly Tank  
.....“Sticks”.
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. **41 CINDY LANE** – Responded to, and corrected a resident’s water pressure complaint.
2. **143 BEACH STREET**- Placed new mulch.
3. **143 BEACH STREET** – Removed and replaced old rotten fence posts.
4. **DAVIES PARK** – Placed new mulch in the Park’s play areas.
5. **DAVIES PARK** – Clean up fencing debris that was due to vehicle damage.
6. **FIRE DEPT.** – Completed painting lower block walls.
7. **FIRE DEPT.**-Reset blocks in the retaining wall in the parking area.
8. **FIRE DEPT.** – Repaired multiple sections of vinyl fencing.
9. **NORTH & SOUTH TURN** –Prepared for the new plaques to be set by replacing concrete pads.
10. **POLICE DEPT.** – Installed a Garbage Disposal in the Break Room.
11. **POLICE DEPT.** – Changed out three pole lights.
12. **POLICE DEPT.** – Placed new mulch where needed.
13. **PONCE PRESERVE** – Loaded all trails with dirt, and leveled out the walkways. Hauled off dead debris from trails.
14. **PONCE PRESERVE** – Researched and removed invasive grass found near the Entrance.
15. **PONCE PRESERVE** – Placed two new Toilet Seats in the Restrooms.
16. **PUBLIC WORKS**- Placed new mulch at the Front Entrance.
17. **PUBLIC WORKS** – Worked on and reset South Gate that was malfunctioning.

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- 18. **PUBLIC WORKS** – Continued working on organizing and cleaning up the Work Yard.
- 19. **PUBLIC WORKS** – Replaced faulty Door Opener on the door to the Service Bays.
- 20. **TOWN HALL** – Moved desks and credenza's, and book cases between offices.
- 21. **TOWN HALL** – Replaced old worn Flag Pole rope with new rope and pulley, and added a secondary one as well in case of damage to the first one.
- 22. **TOWN HALL** – Hung several new plaques, and touched up paint from moving pictures as well.
- 23. **TOWN HALL** – Spread new mulch in various areas as needed.

**X. NOTES**

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

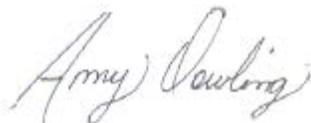
**XI. END OF MONTH MILEAGE REPORT**

VEHICLE NUMBER	PRIMARY DRIVER	CURRENT ODOMETER READING	PREVIOUS ODOMETER READING	TOTAL MILES PER MONTH	AVERAGE DAILY MILES	DAYS THIS MONTH (MARCH)
3901	Keith Gunter	629	150	479	15.45	31
3902	Jeff Miller	11,167	10,724	443	14.29	31
3903	John Pierce	39,012	38,716	296	9.55	31
3904	Joe Fiorella	33,788	33,527	261	8.42	31
3905	Tyler Blewitt	8306.8	7,883	423.80	13.67	31
3906	Mike Pelger	26,981	26,236	745	24.03	31
3907	Ken Jones	74,458	74,015	443	14.29	31
3908	Dario Moravec	139,430	139,317	113	3.65	31
3915	Dump Truck	35,571	35,471	100	3.23	31

**XII. VEHICLE MAINTENANCE NOTES**

- 1. Vehicle #3908 in for regular maintenance.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works