



**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: March 6th, 2017  
Subject: Public Works Division Monthly Report for February 2017

**I. GENERAL**

Description	Qty Month
FP&L Street Light Outage Reports	12
New Water Meters Installed	4
ROW Permits (4891 S. Atlantic)	1
ROW Mechanical Sweeping (Debris Collection)	4 YDS
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	36
Utility Locates Completed	31
Water Breaks (Lighthouse Condo)	1
Work Orders	20

**II. MANAGEMENT**

1. Met with Amy Z. regarding Davie's Park.
2. Met with the Town Manager, QLH, and the Mayor on Stormwater.

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3. Stopped by 4790 S. Atlantic Ave regarding low water pressure.
4. Supervised the Town Hall Brush Clearing Project.
5. Attended Community Day.
6. Met with FPL regarding Davie's Park Power Pole Relocation Project.
7. Met with a Sign Contractor.
8. Helped take apart the playground at the Fire Department.
9. Called and spoke to 67 Calumet regarding their water meter reading.
10. Attended the Water Summit.
11. Supervised a water break at Lighthouse Condo.
12. Attended the FEMA Kickoff Meeting.
13. Attended the Departmental Meeting.
14. Met with the Fence Contractor at Town Hall.
15. Attended a Water System Improvements Meeting.
16. Met with another Fence Contractor at Town Hall.
17. Performed a R.O.W. Inspection at 4891 S. Atlantic.
18. Met with Amy Z. and Jeaneen at Pollard Park.

### III. STAFF NEWS

1. Jeff Miller- Completed his Backflow Tester Recertification. This Certification gives Jeff the training necessary to ensure that installed backflow prevention assemblies throughout the town are installed correctly, thus protecting our precious drinking water. It also allows him the ability to test and diagnose the operation of the different types of backflow prevention assemblies.

### 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 - Post hurricane cleanup efforts – *Complete*
12. TOWN WIDE - WATER – Backflow Prevention Project update sent to County -  
.....*Continuous*
13. WATER - Water Quality Testing– *Continuous*

### V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: 13,567,000 gallons.*
2. Water Consumption for the month – *Average Daily Use: 485,000 gallons.*

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*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. **Community Day** - Set up tables and chairs in preparation for the event and removed and returned these items to storage upon completion.
2. **Living Legends Parade**- Prepped the Beach Accesses by cleaning, prepping, and repainting them. Delivered cones and barricades in preparation for the event, and removed said items afterwards.

### 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 – Attended the FEMA Kickoff Meeting at Town Hall.
14. ADMIN - Coordinated Meetings for the Public Works General  
..... Manager.
15. ADMIN - Worked extensively on more FEMA paperwork.
16. ADMIN – Scheduled necessary rental equipment and supplies as  
..... necessary for the Brush Removal Project at Town Hall.
17. ADMIN – Scheduled temporary labor to help with the overload of  
..... Various duties at this time.
18. ADMIN – Scheduled delivery of rental equipment for a Bulb  
..... Replacement Project at both Town Hall and the  
..... Community Center.
19. ADMIN - Coordinate RMA numbers on faulty Sensus Water Meter  
.....Products.
20. ADMIN - Work with Code Enforcement to resolve issues of  
..... blocked access to certain meter boxes as well as  
..... delinquent backflow devices.
21. ADMIN - Coordinate Maintenance on Public Works Vehicles.
22. 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.
23. ADMIN - Deal with customer complaints and concerns, and  
.....follow through with solutions where possible.
24. ADMIN - Coordinate and schedule employees for upcoming  
.....training courses.
25. ADMIN - Coordinate licensing and certifications of our employees  
.....to Kim in H.R.
26. ADMIN – Met with new employee and prepared all departmental  
..... paperwork and fuel access for new hires.
27. ADMIN - Coordinate with FPL regarding Street Light outages.
28. ADMIN - Drop off and pick up vehicles as needed for service  
.....and repair.
29. ADMIN - Input Work Orders as needed.
30. ADMIN - Work with Sensus Technical Support to correct  
.....problems that we are experiencing.
31. ADMIN - Coordinate with Pat Carrico at the Volusia County  
.....Health Department during water breaks and Boil  
.....Water Notices.
32. ADMIN – Maintained Weekly Fuel Logs, and performed weekly  
..... fuel tank measurements and inspections per FDEP.
33. WATER - Obtain Water Samples & Sent to City of Port Orange  
..... for Processing.
34. WATER - Obtain Sample Results, Mail Originals to Volusia  
..... County Health Dept.
35. WATER - Read Water Meters (2x / month).
36. WATER - Multiple Rereads, Service Orders & Meter Swaps  
..... (2x/ month).
37. WATER- Test and prepare mandated reports for Backflow  
..... Devices.
38. MAINTENANCE TECHS - Set A/C (before & after every Council  
..... Meeting).
39. MAINTENANCE TECHS - Check Stormwater System.
40. MAINTENANCE TECHS - Town wide - pick up Storm Debris.

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41. MAINTENANCE TECHS - Stormwater Retention Pond.  
.....Maintenance (Mowing, Treatments & Service Work on  
..... the Fountains).
42. MAINTENANCE TECHS - Right-of-Way Maintenance  
.....(Mowing, Trim Vegetation).
43. MAINTENANCE TECHS - Boat Ramp Dock Inspections &  
.....Maintenance.
44. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot  
.....Stations.
45. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders &  
.....Patch Holes.
46. MAINTENANCE TECHS - Street Sign Maintenance &  
.....Replacement (Due to age, weather, vandalism and theft).
47. MAINTENANCE TECHS - Take Delivery of Fuel
48. MAINTENANCE TECHS - Weekly Fuel Tank Inspections.
49. MAINTENANCE TECHS - Deliver Recycle Bins.
50. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
51. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
52. JANITORIAL - Inventory and Order Janitorial Supplies.
53. PW, TH, PD, FD, CC, Museum - Buildings & Grounds  
.....Maintenance.
54. TH/PD/FD/PW - Routine Generator Maintenance.
55. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up  
.....Signs & preparation for Private Events).

### IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **COMMUNITY CENTER** – Cleared overgrown vegetation.
2. **COMMUNITY CENTER** – Used a scissor lift to replace light bulbs.
3. **DAVIES PARK** – Placed additional grass seed.
4. **FIRE DEPT.** - Cleaned A/C Vents.
5. **FIRE DEPT.** - Mounted new LED wall pack lighting.
6. **HAPPY TAILS** – Placed new mulch.
7. **NORTH TURN** – Painted checkerboard design, and placed  
checkered flags for the Parade.
8. **POLLARD PARK** – Removed aging playground equipment,  
replaced new support beams on swings, and laid sod over dirt  
covered areas.
9. **PUBLIC WORKS** –Worked on repairing the wall pack lights.
10. **PUBLIC WORKS** –Continued swapping out shop lights to LED  
bulbs for energy efficiency.
11. **TOWN HALL** – Installed a rack for the IT Dept.
12. **TOWN HALL** – Worked extensively on clearing the South  
Property Line of trees and shrubs.
13. **TOWN HALL** – Placed new sod over the cleared areas.
14. **TOWN HALL** – Repaired broken sprinkler heads, and ran a new  
irrigation line to accommodate the new sod.

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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 (FEBRUARY)
3901	Keith Gunter	11,076	10,155	921	33	28
3902	Jeff Miller	17,153	16,711	442	16	28
3903	Dario Moravec	45,615	45,344	271	10	28
3904	Joe Fiorella	36,429	36,066	363	13	28
3905	Tyler Blewitt	14,829	14,009	820	29	28
3906	Erik Repyneck	31,877	31,551	326	12	28
3907	Ken Jones	78,443	78,116	327	12	28
3908	Various	142,068	141,819	249	9	28
3915	Dump Truck	37,508	37,193	315	11	28

**XII. VEHICLE MAINTENANCE NOTES**

- 1. Vehicle #3901 – Oil change and service.
- 2. Vehicle # 3903 – A/C repairs, brake pad replacement, oil change and service.
- 3. Vehicle #3915 - Hydraulic repairs were made.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works