



**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: February 3rd, 2017  
Subject: Public Works Division Monthly Report for January 2017

**I. GENERAL**

Description	Qty Month
FP&L Street Light Outage Reports	3
New Water Meters Installed	56
ROW Permits (4891 S. Atlantic)	1
ROW Mechanical Sweeping (Debris Collection)	4 YDS
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	45
Utility Locates Completed	25
Water Breaks (Front Street)	1
Work Orders	13

**II. MANAGEMENT**

1. Returned a call to the Paver Contractor regarding 86 Jana Drive.
2. Called resident at 109 Oceanway regarding stormwater.

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3. Attended a Water System Meeting.
4. Met with a Concrete Contractor.
5. Met the Electrical Contractor @ 143 Beach Street.
6. Met with a Fence Contractor.
7. Attended the FEMA Kickoff Meeting.
8. Met with the Planning Department at the Community Center.
9. Met with the Town Manager on upcoming projects.
10. Met with 111 Inlet Harbor Road regarding a swale.
11. Dropped off the water bills to Harbor Village.
12. Attended the Race Parade Meeting.
13. Met with Town Hall and Aref regarding signs.
14. Attended the Department Head Meeting.
15. R.O.W. Permit reviewed at 4891 S. Atlantic Ave.
16. Met with the Concrete Contractor regarding Beach Street.
17. Attended the Dredging Meeting.
18. Met with Amy Z. at 143 Beach Street.
19. Attended the Council Meeting.
20. Met with Barbara Davis.
21. Met with FEMA regarding the Beach Ramps.
22. Attended the VLC Dinner.
23. Met with residents next to Town Hall on the Clearing Project.

### III. STAFF NEWS



1. We are pleased to announce that the Public Works Department has hired **Erik Repyneck** to fill the Crew Leader position. Erik comes to us with great recommendation, a large skill set, and a fantastic work ethic. He has previously worked with our neighbors at the City of Port Orange, and we are excited to have him as a part of our Team.
2. **Joe Fiorella** attended a course offered by Florida Water & Pollution Control Operators Association (F.W.P.C.O.A.) January 23<sup>rd</sup>-27<sup>th</sup> in Osteen, FL. This Water Distribution Course provided the requisite training required by the Florida Department of Environmental Protection for Water Distribution System Operators to take the Florida Operator Licensing Exam. We are proud of his hard work, great job!

### 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*

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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: **13,370,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **431,000 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. **Volusia League of Cities Dinner** - Set up tables and chairs in preparation for the event and removed and returned these items to storage upon completion.

### 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.

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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 – Attended the FEMA Kickoff Meeting at Town Hall.
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 more 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  
..... Various duties at this time.
20. ADMIN – Scheduled delivery of rental equipment for an upcoming  
..... clearing project.
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 – Met with new employee and prepared all departmental  
..... paperwork and fuel access for new hires.
29. ADMIN - Coordinate with FPL regarding Street Light outages.
30. ADMIN - Drop off and pick up vehicles as needed for service  
.....and repair.
31. ADMIN - Input Work Orders as needed.
32. ADMIN - Work with Sensus Technical Support to correct  
.....problems that we are experiencing.
33. ADMIN - Coordinate with Pat Carrico at the Volusia County  
.....Health Department during water breaks and Boil  
.....Water Notices.
34. ADMIN – Maintained Weekly Fuel Logs, and performed weekly  
..... fuel tank measurements and inspections per FDEP.
35. WATER - Obtain Water Samples & Sent to City of Port Orange  
..... for Processing.

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36. WATER - Obtain Sample Results, Mail Originals to Volusia  
..... County Health Dept.
37. WATER - Read Water Meters (2x / month).
38. WATER - Multiple Rereads, Service Orders & Meter Swaps  
..... (2x/ month).
39. WATER- Test and prepare mandated reports for Backflow  
..... Devices.
40. MAINTENANCE TECHS - Set A/C (before & after every Council  
..... Meeting).
41. MAINTENANCE TECHS - Check Stormwater System.
42. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
43. MAINTENANCE TECHS - Stormwater Retention Pond.  
.....Maintenance (Mowing, Treatments & Service Work on  
..... the Fountains).
44. MAINTENANCE TECHS - Right-of-Way Maintenance  
.....(Mowing, Trim Vegetation).
45. MAINTENANCE TECHS - Boat Ramp Dock Inspections &  
.....Maintenance.
46. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot  
.....Stations.
47. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders &  
.....Patch Holes.
48. MAINTENANCE TECHS - Street Sign Maintenance &  
.....Replacement (Due to age, weather, vandalism and theft).
49. MAINTENANCE TECHS - Take Delivery of Fuel
50. MAINTENANCE TECHS - Weekly Fuel Tank Inspections.
51. MAINTENANCE TECHS - Deliver Recycle Bins.
52. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
53. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
54. JANITORIAL - Inventory and Order Janitorial Supplies.
55. PW, TH, PD, FD, CC, Museum - Buildings & Grounds  
.....Maintenance.
56. TH/PD/FD/PW - Routine Generator Maintenance.
57. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up  
.....Signs & preparation for Private Events).

## IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **143 BEACH STREET** – Finished paint touch ups.
2. **143 BEACH STREET** - Ran a new signal wire for the A/C Unit.
3. **143 BEACH STREET** – Placed new grass seed.
4. **143 BEACH STREET** – Removed Christmas decorations and  
returned them to storage.
5. **DAVIES PARK** – Installed new benches.
6. **DAVIES PARK** – Placed new grass seed.
7. **DAVIES PARK** – Removed Christmas decorations and returned  
them to storage.
8. **FIRE DEPT.** - Placed new mulch.
9. **FIRE DEPT.** - Mounted new LED wall pack lighting.
10. **FIRE DEPT.** – Removed Christmas decorations and returned  
them to storage.
11. **HAPPY TAILS** – Full cleanup including power washing, adding  
and leveling new dirt and mulch, and cleaning up debris.

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- 12. **HAPPY TAILS** – Removed Christmas decorations and returned them to storage.
- 13. **NORTH TURN** – Installed new benches.
- 14. **PONCE PRESERVE** – Repaired and concreted the Preserve Sign.
- 15. **PONCE PRESERVE** – Placed new play sand in the sandbox.
- 16. **PUBLIC WORKS** – Placed new sod in problem areas.
- 17. **PUBLIC WORKS** – Removed Christmas decorations and returned them to storage.
- 18. **PUBLIC WORKS** – Power washed and super cleaned the Cat Backhoe.
- 19. **PUBLIC WORKS** – Began breaking down old water meters for recycling.
- 20. **PUBLIC WORKS** – Received in new traffic cones and marked them with Ponce Inlet identification features.
- 21. **TIMUCUAN** – Changed out water fountain filters.
- 22. **TIMUCUAN** - Completed fencing repairs.
- 23. **TOWN HALL** – Filled in sparse areas with new sod.
- 24. **TOWN HALL** – Replaced some damaged ceiling tiles in Kim M.'s office.
- 25. **TOWN HALL** – Removed Christmas decorations and returned them to storage.

**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 (JANUARY)
3901	Keith Gunter	10,155	9,086	1,069	34	31
3902	Jeff Miller	16,711	16,300	411	13	31
3903	Dario Moravec	45,344	44,093	1,251	40	31
3904	Joe Fiorella	36,066	35,821	245	8	31
3905	Tyler Blewitt	14,009	13,411	598	19	31
3906	Erik Repyneck	31,551	30,943	608	20	31
3907	Ken Jones	78,116	77,740	376	12	31
3908	Various	141,819	141,550	269	9	31
3915	Dump Truck	37,193	37,039	154	5	31

**XII. VEHICLE MAINTENANCE NOTES**

**N/A**

*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