



**MEMORANDUM**  
**TOWN OF PONCE INLET-PUBLIC WORKS 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: August 2nd, 2017  
Subject: Public Works Department Monthly Report for July 2017

**I. GENERAL**

<b>Description</b>	<b>Qty. Month</b>
FP&L Street Light Outage Reports	<b>0</b>
New Water Meters Installed	<b>10</b>
ROW Permits (Jana Drive, S. Peninsula)	<b>2</b>
ROW Mechanical Sweeping (Debris Collection)	<b>4 yds</b>
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	<b>92</b>
Utility Locates Completed	<b>30</b>
Water Breaks (S. Peninsula)	<b>1</b>
Work Orders	<b>12</b>

**II. MANAGEMENT**

1. Returned a call to a resident that was concerned about a large amount of bees at Ponce Preserve.

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2. Returned a call to a resident on Beach Street regarding a storm drain.
3. Spoke with a Paver Contractor regarding 26 Seahaven Drive.
4. Met with a Charter Boat Business Owner regarding the Directional Sign.
5. Met with FPL on a new feeder line.
6. Met with QLH (Now Mead Hunt) regarding Pollard Park.
7. Called a resident regarding their irrigation meter.
8. Attended the PW Luncheon.
9. Returned a call to a resident at 54 Jana Drive regarding moving her water meter.
10. Attended the Department Head Meeting.
11. Met with the Electrical Contractor regarding the Veterans Park Power Pole Relocation.
12. Spoke with 54 Inlet Point Blvd. regarding trees.
13. Met with the Generator Contractor regarding a Replacement Generator.
14. Installed a water connection on Mar Azul North.
15. Performed a Right-of-Way Inspection at 54 Jana Drive.
16. Met with Amy Z. and Andrew regarding Pollard Park Improvements.
17. Attended the Budget Workshop.
18. Attended the Council Meeting.
19. Attended the Ponce Dedication Planning Meeting.
20. Met with the Concrete Contractor regarding Inlet Harbor Rd.
21. Shut off the water to 4975 S. Peninsula due to a water break.
22. Met with a resident at 113 Rains Drive regarding water usage.
23. Spoke with the President of Towers III regarding concerns over the ADA Bus Stop Location.
24. Performed a Right-of-Way Inspection at 4898 S. Peninsula.

### III. STAFF NEWS



1. We are pleased to announce the addition of **Todd Hull** to our Team. Todd comes to us with a vast knowledge of construction, welding, concrete work, and all facets of maintenance. He will be the Crew Leader for the South End of Town, and we are looking forward to working with him for many years to come.

### IV. PROJECTS

1. PUBLIC WORKS – Fuel system audit and inspection – *In Progress*
2. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
3. TOWN HALL – Installation of a new Town Sign on South Atlantic. This will match the existing sign that is already in place on South Peninsula – *Completed*
4. TOWN HALL – Replacement of the Emergency Generator for Town Hall and the Police Department – *In Progress*
5. TOWN WIDE - Hydrant Flushing - *Continuous*

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6. TOWN WIDE - Water Meter Replacement - *In Progress*
7. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
8. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
9. TOWN WIDE - Locate and repair trip hazards on the sidewalks - *Continuous*
10. TOWN WIDE – Cleaning out Storm Drains – *In Progress*
11. TOWN WIDE – Placement of new Directional Sign- *In Progress*
12. WATER - Water Quality Testing– *Continuous*
13. WATER – Backflow Prevention Compliance - *Continuous*

### V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: 17,221,000 gallons.*
2. Water Consumption for the month – *Average Daily Use: 555,000 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. **Employee Birthday Luncheon**- Set up chairs and tables prior to the Event; filled coolers and delivered them to Town Hall, then cleaned up after the Event.

### 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.

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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 - Coordinated 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 – Met with the Sensus Rep. to discuss service issues, and  
.....to address future meter purchases and warranty  
..... specifics.
18. ADMIN - Deal with customer complaints and concerns, and  
.....follow through with solutions where possible.
19. ADMIN - Coordinate and schedule employees for upcoming  
.....training courses.
20. ADMIN - Coordinate licensing and certifications of our employees  
.....to Kim in H.R.
21. ADMIN - Coordinate with FPL regarding Street Light outages.
22. ADMIN - Drop off and pick up vehicles as needed for service  
.....and repair.
23. ADMIN - Input Work Orders as needed.
24. ADMIN - Work with Sensus Technical Support to correct  
.....problems that we are experiencing.
25. ADMIN - Coordinate with Pat Carrico at the Volusia County  
.....Health Department during water breaks and Boil  
.....Water Notices.
26. ADMIN – Maintain Weekly Fuel Logs, and perform weekly  
..... fuel tank measurements and inspections per FDEP.
27. ADMIN – Prepared for the yearly Fuel System Audit that is  
..... upcoming with the Department of Environmental  
..... Protection.
28. WATER - Obtain Water Samples & Send to City of Port Orange  
..... for Processing.
29. WATER - Obtain Sample Results, Mail Originals to Volusia  
..... County Health Dept.
30. WATER - Read Water Meters (2x / month).
31. WATER - Multiple Rereads, Service Orders & Meter Swaps  
..... (2x/ month).
32. WATER- Test and prepare mandated reports for Backflow  
..... Devices.
33. MAINTENANCE TECHS - Set A/C (before & after every Council  
..... Meeting).
34. MAINTENANCE TECHS - Check Stormwater System.

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

### IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **FIRE DEPARTMENT** – Replaced a faucet in the back corner of the Fire Station due to a leak.
2. **INLET HARBOR ROAD** – Repaired a drainage ditch, then laid new sod to stabilize it.
3. **PACETTI CEMETARY** – Cleaned up and removed debris and cleared the sidewalk.
4. **POLICE DEPARTMENT** – Prepared for tile replacement at the Police Department by removing the toilets and bench, placing floor protection, and after completion, replacing the toilets and bench and cleaning up the construction debris.
5. **PONCE PRESERVE** – Removed block borders from the parking lot and replaced them with railroad ties for parking stops.
6. **PONCE PRESERVE** – Secured temporary borders and signs to restrict access near an active Yellow Jacket's Nest.
7. **PONCE PRESERVE** – Met with a Yellow Jacket Removal Specialist to discuss relocating the large nest.
8. **S. PENINSULA** – Installed bollards.
9. **TOWN HALL** – Pressure washed exterior of buildings and sidewalks to remove debris.
10. **TOWN HALL** – Placed new sod in several areas.

### X. NOTES

- i. Foreclosures – N/A

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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 (July)
3901	Keith Gunter	16,081	15,067	1,014	33	31
3902	Jeff Miller	19,845	19,247	598	19	31
3903	Eric Ruiz	47,179	46,620	559	18	31
3904	Todd Hull	37,690	37,375	315	10	31
3905	Tyler Blewitt	17,525	17,029	496	16	31
3906	Erik Repyneck	34,664	34,147	517	17	31
3907	Ken Jones	79,994	79,723	271	9	31
3908	Dario Moravec	N/A	143,219	N/A	N/A	31
3915	Dump Truck	38,306	38,017	289	9	31

**XII. VEHICLE MAINTENANCE NOTES**

- #3902- Oil change and service.
- #3903- Oil change and service.
- #3904- Oil change, service, and turn signal bulb replacement.
- #3905- Oil change, service, and new front tire.
- #3908- Oil change, service, new brakes and calipers.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works