



**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: December 6th, 2017  
Subject: Public Works Department Monthly Report for November 2017

**I. GENERAL**

Description	Qty. Month
FP&L Street Light Outage Reports (S. Peninsula/Buschman, Montrose)	2
New Water Meters Installed	1
ROW Permits (Seahaven, Inlet Point)	2
ROW Mechanical Sweeping (Debris Collection)	3 yds.
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc.)	120
Utility Locates Completed	24
Water Breaks (Inlet Harbor)	1
Work Orders	17

**II. MANAGEMENT**

1. Met with Port Orange at Jerry's Pizza regarding sewer issue.
2. Looked at a water break at Inlet Harbor.

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3. Spoke with a contractor regarding installation of a residential fire line.
4. Participated in beach cleanup efforts.
5. Spoke with 4611 Oak Hammock on water usage.
6. Attended the Inlet Harbor Sidewalk Meeting.
7. Attended the Public Works Luncheon.
8. Attended the Special Events Meeting.
9. Spoke with the VCHD regarding sewer questions at 121 Beach Street.
10. Contacted Port Orange regarding sewer questions at 121 Beach Street.
11. Attended a meeting to discuss sewer concerns with Mead & Hunt.
12. Performed a right-of-way inspection at 22 Seahaven Drive.
13. Inspected a water meter at 4675 S. Peninsula Drive.
14. Spoke to 53 South Turn regarding stormwater.
15. Returned a call to 100 Old Carriage Road regarding water pipes.
16. Stopped by 22 Ponce Terrace Circle regarding stormwater.
17. Attended the PICCI Meeting.
18. Met with J.D. Weber Construction regarding a water leak at Inlet Harbor.
19. Attended a Votran Bus Stop Meeting.
20. Attended a Department Head Meeting.
21. Met with Hank Baker regarding the sidewalk on Inlet Harbor.
22. Met with 4299 South Atlantic regarding a residential fire line install.
23. Attended the Town Council Meeting.
24. Met with J.D. Weber Construction regarding the water leak at Inlet Harbor.
25. Hauled scrap metal to the recycling center.
26. Assisted with the water leak at Inlet Harbor.
27. Supervised the new generator install at the Police Department.
28. Attended the Christmas Parade Meeting.
29. Performed a right-of-way inspection at 80 Inlet Point.

### III. STAFF NEWS

N/A

### IV. PROJECTS

1. FIRE DEPT. – Air conditioning unit replacement- *Complete*
2. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
3. TOWN HALL – Replacement of the Emergency Generator for Town Hall and the Police Department – *In Progress*
4. TOWN WIDE - Hydrant Flushing - *Continuous*
5. TOWN WIDE - Water Meter Replacement - *In Progress*
6. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
7. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
8. TOWN WIDE - Locate and Repair Trip Hazards on the Sidewalks - *Continuous*
9. TOWN WIDE – Cleaning Out Storm Drains – *In Progress*
10. TOWN WIDE – Pumping Down Retention Ponds – *In Progress*
11. TOWN WIDE – Beach Cleanup and Seaweed Relocation – *In Progress*
12. WATER - Water Quality Testing– *Continuous*
13. WATER – Backflow Prevention Compliance – *Continuous*

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**V. WATER CONSUMPTION**

1. Water Consumption for the month – *Monthly Use*: **12,417,000 gallons.**
2. Water Consumption for the month – *Average Daily Use*: **414,000 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. **Veteran’s Day Ceremony** - Prepared Davies Park by trimming trees, turning off sprinklers, turning on the electric, spraying for ants, etc. Hauled all chairs to the Park on the day of the event, worked on setup, and then cleaned up after the event and brought all of the chairs back down to Public Works afterwards.
2. **Operation Changing Lives Race** - Prepared Davies Park by turning off the sprinklers, turning on the electric, spraying for ants, unlocking restrooms, etc. Delivered barricades, road closed signs, and traffic cones for traffic control.

**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 - 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 meter boxes, as well as delinquent  
..... backflow devices.
16. ADMIN - Coordinate Maintenance on Public Works Vehicles.
17. ADMIN – Phone consult with the Sensus Meter Representative on  
..... some warranty concerns.
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- Schedule Hepatitis Vaccinations for employees.
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 are experiencing.
26. ADMIN - Coordinate with Pat Carrico at the Volusia County  
.....Health Department during water breaks and Boil  
.....Water Notices.
27. ADMIN – Maintain Weekly Fuel Logs, and perform weekly  
..... fuel tank measurements and inspections per FDEP.
28. ADMIN – Scheduled fuel tank replacement with the Fuel Tank  
..... Contractor.
29. WATER - Obtain Water Samples & Send 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.
37. MAINTENANCE TECHS - Stormwater Retention Pond.  
.....Maintenance (Mowing, Treatments & Service Work on  
..... the Fountains).

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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 - Deliver Recycle Bins.
44. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
45. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
46. JANITORIAL - Inventory and Order Janitorial Supplies.
47. PW, TH, PD, FD, CC, Museum - Buildings & Grounds  
.....Maintenance.
48. TH/PD/FD/PW - Routine Generator Maintenance.
49. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up  
.....Signs & preparation for Private Events).

### IX. MISCELLANEOUS MAINTENANCE AND DUTIES

1. **143 BEACH STREET** – Placed Christmas decorations.
2. **DAVIES LIGHTHOUSE PARK** – Replaced a faulty breaker on the water cooler.
3. **FIRE DEPARTMENT** – Placed Christmas decorations.
4. **FIRE DEPARTMENT** – Switched timers & sprinklers due to time change.
5. **FIRE DEPARTMENT** – Repaired tile floor.
6. **HAPPY TAILS DOG PARK** – Set forms and poured concrete pad for Ponce Memorial Statue.
7. **HAPPY TAILS DOG PARK**- Placement of the Ponce Memorial Statue.
8. **POLICE DEPARTMENT** – Repaired a broken sprinkler line.
9. **POLICE DEPARTMENT** – Placed Christmas decorations.
10. **PONCE PRESERVE**- Removed fallen tree debris from the trails.
11. **PONCE PRESERVE** – Repaired a broken swing.
12. **PONCE PRESERVE** – Repaired the gate.
13. **PONCE PRESERVE** – Removed graffiti from the View Tower.
14. **PUBLIC WORKS** – Disassembled old water meters for disposal.
15. **PUBLIC WORKS** – Switched timers & sprinklers due to time change.
16. **PUBLIC WORKS** – Placed Christmas Decorations.
17. **SAILFISH DRIVE** – Prepped and graded.
18. **TIMUCUAN OAKS** – Trimmed the mangroves.
19. **TOWN HALL** – Placed Christmas decorations.
20. **TOWN HALL** – Repaired parking spots and reset the parking curbs.

### X. NOTES

- i. **Foreclosures** – N/A
- ii. **Vandalism** – Graffiti noted on the View Tower in Ponce Preserve.

**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 (November)
3901	Keith Gunter	20,174	19,272	902	30	30
3902	Jeff Miller	22,020	21,565	455	15	30
3903	Eric Ruiz	49,578	49,137	441	15	30
3904	Todd Hull	39,063	38,680	383	13	30
3905	Tyler Blewitt	19,805	19,261	544	18	30
3906	Erik Repyneck	36,650	36,146	504	17	30
3907	Ken Jones	79,780	N/A	N/A	N/A	30
3908	Dario Moravec	N/A	N/A	N/A	N/A	30
3915	Dump Truck	N/A	38,775	N/A	N/A	30

**XII. VEHICLE MAINTENANCE NOTES**

#3904 - Repaired a broken door handle.

#3907 - Repaired the brakes and installed new brake lines.

Prepared & Submitted By:



Amy Dowling, Admin. Assistant

Reviewed & Submitted By:



Keith Gunter, General Manager of Public Works