



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: Jeff Miller, Interim General Manager of Public Works
Date: August 05, 2020
Subject: Public Works Department Monthly Report for July 2020

I. GENERAL

Description	Qty.Month
FP&L Street Light Outage Reports	0
New Meter Installations	2
ROW Mechanical Sweeping (Debris Collection)	3 yds
Service Orders – Water	41
Utility Locates Completed	29
Water Breaks	1
Work Orders	37

II. STAFF NEWS

III. PROJECTS

1. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
2. TOWN WIDE - Hydrant Flushing - *Continuous*
3. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
4. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
5. TOWN WIDE - Locate and Repair Trip Hazards on the Sidewalks - *Continuous*
6. TOWN WIDE – Cleaning Out Storm Drains – *Continuous*
7. WATER - Water Quality Testing– *Continuous*
8. WATER – Backflow Prevention Compliance – *Continuous*

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: **22,282,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **719,000 gallons.***

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

The Public Works crew was its own force with which to be reconed during the **Hurricane Preparation Detail for Isaias** at month's end. Their involvement included storm shutter installations at the Community Center, Fire Department and Beach Street Museum; manning the customary Sand Bag Station for the Town; draining-down of stormwater/retention ponds and pre-clearing of storm drains. For safety's sake, they always prepare for the worst and hope for the best. Our region was very fortunate this time yet we know all too well the trials of those hit by Isaias in areas to our north.

VIII. REGULAR MONTHLY TASKS

1. ADMIN - Review Water Reads (2x / month)
2. ADMIN - Review & Input Payroll (Bi-weekly)
3. ADMIN - Prepare Accts Payable Requisitions and Purchase Orders (Weekly)
4. ADMIN - Prepare Public Works Monthly Status Report
5. ADMIN - Prepare Monthly Fuel Consumption Reports & Fuel Off Road Totals Report
6. ADMIN – Prepare/Close-out Service Orders for Meter re-reads and suspected issues, etc
7. ADMIN - Maintain Fuel System; New Users/Updates/Modifications; Vehicle Database
8. ADMIN – Research Quotes & Coordinate Vendor Meetings
9. ADMIN - Maintain Records for Backflow Prevention Device Testing of all Commercial, Multi Family & Government Facilities Town-Wide
10. ADMIN – Prepare Work Orders for Removal of Deceased Animals with Waste Pro
11. ADMIN – Prepare Work Orders for Additional Pick-ups of Residential Waste, Large Items and Recycling with Waste Pro and Maintain Recycle Bin Inventory
12. ADMIN - Work with Code Enforcement to resolve issues of blocked access to meter boxes, as well as delinquent backflow devices
13. ADMIN - Coordinate Maintenance on Public Works Vehicles and keep Records
14. ADMIN - Deal with customer complaints and concerns, and follow through with solutions where possible
15. ADMIN - Coordinate and schedule employees for upcoming training courses.
16. ADMIN - Coordinate Licensing and Certifications of employees with H.R.
17. ADMIN - Input and Follow-through on Town Staff Work Orders as needed
18. ADMIN - Coordinate with the Volusia County Health Department during Water Breaks and Boil Water Notices
19. ADMIN – Maintain FDEP Regulations and run NPDES Ads/Notices as required

REGULAR MONTHLY TASKS (cont.)

- 20. WATER - Obtain Monthly Water Samples & Send to City of Port Orange for Processing
- 21. WATER - Obtain Monthly Sample Results, Mail Originals to Volusia County Health Dept
- 22. WATER - Read Water Meters (2x / month)
- 23. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month)
- 24. WATER – Replace Sensors and Touch pads as-needed
- 25. WATER- Test and prepare mandated reports for Backflow Devices (Annually/As-needed)
- 26. MAINTENANCE TECHS – Prepare designated areas for Events
- 27. MAINTENANCE TECHS - Check Stormwater Drains and perform evacuations regularly
- 28. MAINTENANCE TECHS - Town wide - pick up Storm Debris
- 29. MAINTENANCE TECHS - Stormwater Retention Pond. Maintenance (Mowing, Treatments & Service Work on the Fountains)
- 30. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation).
- 31. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance
- 32. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot Stations
- 33. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes
- 34. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to age, weather, vandalism and theft)
- 35. MAINTENANCE TECHS - Deliver Recycle Bins
- 36. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly)
- 37. MAINTENANCE TECHS - Equipment Repairs & Maintenance
- 38. JANITORIAL - Inventory and Replacement of Janitorial Supplies
- 39. JANITORIAL – Routine Town wide disinfecting of public areas
- 40. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance incl Irrigation Systems
- 41. TH/PD/FD/PW - Routine Generator Maintenance

IX. END OF MONTH MILEAGE REPORT

Vehicle	Driver	Current Miles	Previous	/Month	/Day
3901	Jeff Miller	16,767	15,426	1,341	43
3902	Mike Parker	38,522	37,878	644	21
3903	Eric Ruiz	53,512	53,238	274	9
3904	Terry Thiel	49,818	49,446	372	12
3905	Tyler Blewitt	33,800	33,178	622	20
3906	Steve Dunlap	1,940	1,672	268	9
3908	Jeff Jowers	42,751	42,029	722	23
3915	Dump Truck	42,633	42,499	134	4

Prepared & Submitted By:
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For:
Jeff Miller, Interim General Manager Public Works