



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, General Manager of Public Works
Date: September 1, 2021
Subject: Public Works Department Monthly Report for August 2021

I. GENERAL

<u>Description</u>	<u>Qty/Month</u>
FP&L Street Light Outage Reports	1
New Meter Installations	5
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	30
Utility Locates Completed	28
Water Breaks	0
Work Orders	9

II. PROJECTS

1. DAVIES PARK – Restroom Renovation as part of the Park Project Grant
2. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
3. TOWN WIDE - Hydrant Flushing - *Continuous*
4. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
5. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
6. TOWN WIDE – Locating/Repairing Trip Hazards on the Sidewalks - *Continuous*
7. TOWN WIDE – Vacuuming to Clear Storm Drains – *Continuous*
8. WATER - Water Quality Testing– *Continuous*
9. WATER – Backflow Prevention Compliance – *Continuous*
10. HARBOUR VILLAGE BLVD/S. PENINSULA DR- Install stop signs on S. Peninsula Drive at Harbour Village Boulevard to establish a 4-way stop.

V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: 21,403,000 gallons*
2. Water Consumption for the month – *Average Daily Use: 690,000 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

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
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

Public Works Monthly Report ~ August- 2021

- 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. MAINTENANCE TECHS – M-F Daily Disinfecting of all Town Public Parks & Areas
- 39. JANITORIAL - Inventory and Replacement of Janitorial Supplies
- 40. JANITORIAL – M-F Daily Cleaning and Disinfecting of all Town Buildings
- 41. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance incl Irrigation Systems
- 42. TH/PD/FD/PW – Routine Generator Maintenance

IX. END OF MONTH MILEAGE REPORT

Vehicle	Driver	Current Miles	Previous Miles	Miles/Month	Miles/Day
3901	Jeff Miller	31,257	30,100	1,157	37
3902	D. Spampanato	42,035	41,871	164	5
3903	H. Baker	56,888	56,456	432	14
3904	Eric Ruiz	869	570	299	10
3905	Tyler Blewitt	41,099	40,655	444	14
3906	Steve Dunlap	10,843	10,380	463	15
3908	Jeff Jowers	50949	50,308	641	21
3915	Dump Truck	43,860	43,854	6	<1

Prepared & Submitted By:
Amber Spears, Office Manager

For:
Jeff Miller, General Manager Public Works