



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: Fred Griffith, General Manager of Public Works
Date: October 10, 2022
Subject: Public Works Department Monthly Report for September 2022

I. GENERAL

<u>Description</u>	<u>Qty/Month</u>
FP&L Street Light Outage Reports	0
New Meter Installations	3
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	74
Utility Locates Completed	19
Water Breaks	0
Work Orders	21

II. 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 – Locating/Repairing Trip Hazards on the Sidewalks - *Continuous*
5. TOWN WIDE – Vacuuming to Clear Storm Drains – *Continuous*
6. TOWN WIDE – Hurricane Ian preparation and response.
7. WATER - Water Quality Testing– *Continuous*
8. WATER – Backflow Prevention Compliance – *Continuous*
9. WATER – Performing a function audit on meters with no reported usage.
10. STORMWATER – MS4 Permit monitoring and reporting - *Continuous*

III. WATER CONSUMPTION

1. **Monthly Use: 21,817,000 gallons**
2. **Average Daily Use: 727,233 gallons**

IV. 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. **WILBUR BAY WETLANDS** – 4324 S. Peninsula Drive
2. **PONCE PRESERVE** – 4401 S. Peninsula Drive
3. **OLD CARRIAGE PARK** – 102 Old Carriage Road
4. **TIMUCUAN OAKS** – 4550 S. Peninsula Drive
5. **POLLARD PARK** – 4680 S. Peninsula Drive (at the Fire Station)
6. **HAPPY TAILS DOG PARK** – 4700 S. Peninsula Drive
7. **KATHY GRISCOM PARK** – 4790 S. Peninsula Drive
8. **HISTORIC MUSEUM** – 143 Beach Street
9. **MEYER-DAVIS HOUSE & POST OFFICE** – 143 Beach Street
10. **ELBER'S SUNSET PARK** – Front Street
11. **BOAT RAMP** – 4961 S. Peninsula Drive
12. **DAVIES LIGHTHOUSE PARK** – 4931 S. Peninsula Drive
13. **ELBER'S SUNSET PARK** – Front Street

V. 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 Additional Pick-ups of Residential Waste, Large Items and Recycling with Waste Pro and Maintain Recycle Bin Inventory
11. ADMIN - Work with Code Enforcement to resolve issues of blocked access to meter boxes, as well as delinquent backflow devices
12. ADMIN - Deal with resident complaints and concerns, and follow through with solutions where possible
13. ADMIN - Coordinate and schedule employees for upcoming training courses.
14. ADMIN - Coordinate Licensing and Certifications of employees with H.R.
15. ADMIN - Input and Follow-through on Town Staff Work Orders as needed
16. ADMIN - Coordinate with the Volusia County Health Department during Water Breaks and Boil Water Notices
17. ADMIN – Maintain FDEP Regulations and run NPDES Ads/Notices as required
18. WATER - Obtain Monthly Water Samples & Send to City of Port Orange for Processing
19. WATER - Obtain Monthly Sample Results, Mail Originals to Volusia County Health Dept
20. WATER - Read Water Meters (2x / month)
21. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month)
22. WATER – Replace Sensors and Touch pads as-needed
23. WATER- Test and prepare mandated reports for Backflow Devices (Annually/As-needed)
24. MAINTENANCE TECHS – Prepare designated areas for Events
25. MAINTENANCE TECHS - Check Stormwater Drains and perform evacuations regularly
26. MAINTENANCE TECHS - Town wide - pick up Storm Debris
27. MAINTENANCE TECHS - Stormwater Retention Pond. Maintenance (Mowing, Treatments & Service Work on the Fountains)
28. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation).
29. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance
30. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot Stations
31. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes

Public Works Monthly Report ~ September - 2022

- 32. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to age, weather, vandalism, and theft)
- 33. MAINTENANCE TECHS - Deliver Recycle Bins
- 34. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly)
- 35. MAINTENANCE TECHS - Equipment Repairs & Maintenance
- 36. MAINTENANCE TECHS – M-F Daily Disinfecting of all Town Public Parks & Areas
- 37. JANITORIAL - Inventory and Replacement of Janitorial Supplies
- 38. JANITORIAL – M-F Daily Cleaning and Disinfecting of all Town Buildings
- 39. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance incl Irrigation Systems
- 40. TH/PD/FD/PW – Routine Generator Maintenance

VI. END OF MONTH MILEAGE REPORT

Vehicle	Driver	Current Miles	Previous Miles	Miles/Month
3901	Jeff Miller	41,387	40,935	452
3902	Randy Stewart	45,919	45,623	296
3903	Hank Baker	61,255	60,920	335
3904	Eric Ruiz	5,194	4,955	239
3905	Tyler Blewitt	46,224	45,835	389
3906	Steve Dunlap	19,341	18,958	383
3908	Jeff Jowers	58,406	58,041	365
3915	Dump Truck	44,876	44,817	59

Prepared & Submitted By:
Amber Spears, Office Manager

For:
Fred Griffith, General Manager Public Works