



**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: Mike Disher, Interim Town Manager  
From: Fred Griffith, General Manager of Public Works  
Date: February 2, 2023  
Subject: Public Works Department Monthly Report for January 2023

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**I. SPECIAL EVENTS**

1. TOWN HALL MEETING – Set-up and break down.

**II. PROJECT MANAGEMENT**

1. TINA MARIA CIRCLE RETAINING WALL – On-going, 80% complete. Contracted to Saboungi Construction.
2. ELBERS PARK RIP RAP REVETMENT – Anticipated to begin in February, Army Corp of Engineers and FDEP permits are issued. A change order for material change to concrete was approved by Council on January 19<sup>th</sup>. Contracted to East Coast Marine Construction and Design.
3. PUMP PURCHASES – 3” and 4” pumps have been approved and ordered from Thompson Pump and are expected to be delivered in August 2023.
4. STORMPIPE CLEANING AND ASSESSMENT – Approved by Council on January 19<sup>th</sup> and is anticipated to begin in March.
5. OFFICE RENOVATION –New office space for Assistant Manager – purchase order has been issued with completion anticipated in March or April 2023.
6. SIDEWALK REPAIR – 3 quotes have been received for the Community Center and are awaiting approval and issuance of a purchase order.
7. HURRICANE RECOVERY
  - i. STREETLIGHT REPAIR – On-going and being performed by FPL townwide.
  - ii. PONCE PRESERVE DUNE WALK OVER – In design stages by Mead & Hunt. Construction of temporary stairs is being studied for implementation.
  - iii. TOWNWIDE FENCE REPAIR – Purchase orders are being issued.
  - iv. EXTERNAL LIGHTING REPAIR – Purchase orders are being issued.

- v. MUSEUM ELECTRICAL BOX REPLACEMENT/ELEVATION – Contractor is scheduled to complete work by mid-February.
- vi. INLET POINT FOUNTAIN ELECTRICAL BOX RELOCATION – Purchase order issued, and contractor is scheduled to complete work in February.
- vii. FIRE DEPARTMENT ROOF – Bid was awarded on January 19<sup>th</sup> to Collis Roofing and is to be completed in early March.
- viii. SOFFIT REPAIR – Purchase order to be issued and completion anticipated in February.
- ix. TIMUCUAN OAKS PERGOLA – Replacement being addressed by Cultural Services Board for a recommendation on how to proceed. FEMA funding is being evaluated.

### III. STAFF PROJECTS

- 1. TOWN WIDE
  - a. Hydrant Flushing – *Performed as needed*
  - b. Locating/Repairing Trip Hazards on the Sidewalks – *Continuous*
  - c. Vacuuming to Clear Storm Drains – *Continuous*
  - d. Hurricane Ian/Tropical Storm Nicole and recovery underway.
  - e. Christmas decorating tear down is complete.
  - f. Major tree work is being completed.
- 2. WATER
  - a. Water Quality Testing– *Continuous*
  - b. Backflow Prevention Compliance – *Continuous*
    - i. Implementation of company to assist in monitoring and admin responsibilities is in process.
- 3. STORMWATER - MS4 Permit monitoring and reporting – *Continuous*
- 4. ADMIN – Planning for 2023/24 Capital Budget Request in being prepared for Essential Services Board in March.

### IV. REGULAR MONTHLY DUTIES AS REQUIRED

- 1. ADMIN
  - a. Review Water Reads (2x / month)
  - b. Review & Input Payroll (Bi-weekly)
  - c. Prepare Accts Payable Requisitions and Purchase Orders (Weekly)
  - d. Prepare Public Works Monthly Status Report
  - e. Prepare Monthly Fuel Consumption Reports & Fuel Off Road Totals Report
  - f. Prepare/Close-out Service Orders for Meter re-reads and suspected issues, etc.
  - g. Maintain Fuel System; New Users/Updates/Modifications; Vehicle Database
  - h. Research Quotes & Coordinate Vendor Meetings
  - i. Maintain Records for Backflow Prevention Device Testing of all Commercial, Multi Family & Government Facilities Town-Wide
  - j. Prepare Work Orders for Additional Pick-ups of Residential Waste, Large Items and Recycling with Waste Pro and Maintain Recycle Bin Inventory
  - k. Work with Code Enforcement to resolve issues of blocked access to meter boxes, as well as delinquent backflow devices
  - l. Deal with resident complaints and concerns, and follow through with solutions where possible
  - m. Coordinate and schedule employees for upcoming training courses.
  - n. Coordinate Licensing and Certifications of employees with H.R.
  - o. Input and Follow-through on Town Staff Work Orders as needed.
- 2. WATER SYSTEM
  - a. Obtain Monthly Water Samples & Send to City of Port Orange for Processing
  - b. Obtain Monthly Sample Results, Submit Digitally to Volusia County Health Dept

- c. Read Water Meters (2x / month)
  - d. Multiple Rereads, Service Orders & Meter Swaps (2x/ month)
  - e. Replace Sensors and Touch pads as needed
  - f. Test and prepare mandated reports for Backflow Devices (Annually/As needed)
  - g. Coordinate with the Volusia County Health Department during Water Breaks and Boil Water Notices.
  - h. Maintain FDEP Regulations.
3. STORM WATER SYSTEM
- a. Perform regular field inspections.
  - b. Maintain MS4 compliance for NPDES permit.
4. MAINTENANCE
- a. Prepare, setup, tear down and clean up designated areas for events.
  - b. Check Stormwater Drains and perform evacuations regularly.
  - c. Stormwater Retention Pond. Maintenance (Mowing, Treatments & Service Work on the Fountains)
  - d. Right-of-Way Maintenance (Mowing, Trim Vegetation).
  - e. Boat Ramp Dock Inspections & Maintenance
  - f. Empty & Re-Stock Dogi-Pot Stations
  - g. Road Maintenance – Fill-in Shoulders & Patch Holes
  - h. Street Sign Maintenance & Replacement (Due to age, weather, vandalism, and theft)
  - i. Deliver Recycle Bins
  - j. Vehicle Washing & Cleaning (Weekly)
  - k. Equipment Repairs & Maintenance
  - l. M-F Daily Disinfecting of all Town Public Parks & Areas
  - m. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance including irrigation systems.
  - n. TH/PD/FD/PW – Routine Generator Maintenance
5. CUSTODIAL
- a. Inventory and Replacement of Janitorial Supplies
  - b. M-F Daily Cleaning and Disinfecting of all Town Buildings

## V. PARKS

Routine Maintenance: Pressure Washing, Painting, Tree Trimming, Brush & Debris 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

**VI. GENERAL INFORMATION**

<u>Description</u>	<u>Qty/Month</u>
FP&L Street Light Outage Reports	0
New Meter Installations	1
Meter Replacements	6
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	35
Utility Locates Completed	40
Water Breaks	1
Work Orders	11

**VII. WATER CONSUMPTION**

- Water Consumption – *Monthly Use*: **13,994,600 gallons**
- Water Consumption – *Average Daily Use*: **451,438 gallons**

*Prepared & Submitted By:* Amber Spears, Office Manager  
*For:* Fred Griffith, General Manager Public Works