



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: May 06, 2020
Subject: Public Works Department Monthly Report for April 2020

I. GENERAL

Description	Qty.Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	3
ROW Permits	5
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	35
Utility Locates Completed	26
Water Breaks	0
Work Orders	14
Waste Pro Incident Cases	6

II. MANAGEMENT

1. Met with Jeaneen to review new assignment as Interim GM
2. Toured with Mike to show rounds at Town Hall and Police Department
3. Performed 2 Utility Locates
4. Had COVID-19 Memo modified to once-a-day monitoring
5. Performed 5 Utility Locates
6. Answered complaint from 4347 S Peninsual
7. Met with Jeaneen about plan to partially re-open athletic courts at Pollard Park and re-open restrooms at all Town parks
8. Performed 2 Utility Locates

III. STAFF NEWS



Steve Dunlap – Crew Lead



Terry Thiel – Maint Tech 1



Mike Parker – Maint Tech 1

The Public Works Department hired 3 new men in April who have all displayed commendable attitudes and work ethics. **Steve hails from Pittsburgh, PA; Terry from Hilbert, WI and Mike from Greenville, SC.** We look forward to a healthy working relationship with these can-do men as part of the Ponce Inlet PW team.

IV. 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: **21,062,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **72,000 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

VIII. REGULAR MONTHLY TASKS

1. ADMIN - Review Water Reads (2x / month)
2. ADMIN - Review & Input Payroll (2x / month)
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
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. ADMIN – Maintain Weekly Fuel Logs and perform weekly fuel tank measurements and inspections per FDEP
21. WATER - Obtain Water Samples & Send to City of Port Orange for Processing
22. WATER - Obtain Sample Results, Mail Originals to Volusia County Health Dept
23. WATER - Read Water Meters (2x / month)
24. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month)
25. WATER- Test and prepare mandated reports for Backflow Devices
26. MAINTENANCE TECHS - Set A/C (before & after every Council Meeting)
27. MAINTENANCE TECHS - Check Stormwater System
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. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance
40. TH/PD/FD/PW - Routine Generator Maintenance

IX. MISCELLANEOUS ADDITIONAL DUTIES PERFORMED

1. **DAVIES PARK** – Inspected and repaired irrigation system(s)
2. **INLET HARBOR RD** – Replaced lighted bollards
3. **POLICE DEPT** – Removed 3 dead trees
4. **POLICE DEPT** – Regularly scheduled daily disinfecting throughout the work week
5. **PONCE PRESERVE** – Continued project which began in March involving thorough maintenance make-over including re-painting arrows, applying Thermoplastic parking lines, re-painting blue Handicap lines and bumpers, laying new mulch, etc
6. **PONCE PRESERVE** – Bollard replacement
7. **PUBLIC WORKS** – Regularly scheduled daily disinfecting throughout the work week
8. **TOWN HALL** – Regularly scheduled daily disinfecting throughout the work week
9. **TOWN HALL** – Continued monitoring the rodent situation
10. **TOWNWIDE** – Moved concrete ADA Bus Stop benches
11. **TOWNWIDE** – Obtained water samples for Annual Drinking Water Quality Report
12. **TOWNWIDE** - Replaced broken touchpads and faulty sensors for Zone B/Book 3
13. **TOWNWIDE** - Storm Drain debris evacuation/rinsing and drain flushing

X. END OF MONTH MILEAGE REPORT

Vehicle	Driver	Current Miles	Previous	/Month	/Day
3901	Jeff Miller	12,994	11,854	1,140	37
3902	Mike Parker	37,024	36,437	587	19
3903	Eric Ruiz	52,668	52,013	655	21
3904	Terry Thiel	48,780	48,666	114	4
3905	Frank Johnston	32,255	31,958	297	10
3906	Steve Dunlap	589	118	471	15
3908	Dario Moravec	41,592	41,200	392	13
3915	Dump Truck	42,293	42,262	31	1

XI. VEHICLE MAINTENANCE NOTES

- a. **VEHICLE 3904** – New Battery and Tire Balancing
- b. **VEHICLE 3908** – Oil Change

Prepared & Submitted By:
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Reviewed & Submitted By:
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