



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: June 08, 2020
Subject: Public Works Department Monthly Report for May 2020

I. GENERAL

Description	Qty.Month
FP&L Street Light Outage Reports	0
ROW Permits	1
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	23
Utility Locates Completed	25
Water Breaks	0
Work Orders	21

II. STAFF NEWS



Our hearts continue to heal over the loss of **Dario Moravec** on May 2nd. He was one of Public Works' Crew Leaders who was an extremely dedicated and skilled Town worker for over 4 years. Above all, he was our friend. We still feel his presence and will always remember him fondly. He is very missed. As a thoughtful and kind gesture, our Department received a lovely floral arrangement and note from the impending **Town Police Chief, Jeff Glazier**, along with his wife, Michelle, and son their son, Jack.

STAFF NEWS (continued)



We warmly welcome back former employee, **Tyler Blewitt**, to Public Works. Tyler lives in Daytona Beach Shores and is an avid surfer. In fact, the reason he parted with us temporarily was to pursue his global surfing aspirations while he was at his peak.

Tyler was originally hired along with Dario during February of 2016. They worked exceptionally well together and quickly began a friendship that kept them in touch through their miles apart. Tyler's return is a celebration in its own right as the Town will once again benefit from his solid experience and dependability. A part of us cannot help feeling comforted by his presence.

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: 22,396,000 gallons.*
2. Water Consumption for the month – *Average Daily Use: 722,000 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



May 17-23 was **National Public Works Week** and there was much appreciation shown for our Department. On Monday, **Karen Schenk** brought a breakfast of sausage crossissants, donuts and apples along with chocolate “tuff trucks.” **Jackie French** delivered a batch of soda cracker candy on Tuesday and, on Thursday, **Jeff Miller** treated everyone to an incredible lunch made by his wife, Cindy: a menu of bolognese, potato salad, deviled eggs, brownies and beverages. Later Thursday during the Town Council Meeting, an official Public Works Week Proclamation was honorably presented which included the Town seal and was signed by **Mayor, Gary Smith** and **Town Manager, Jeaneen Witt**.

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. ADMIN – Maintain Weekly Fuel Logs and perform Fuel Tank inspections per FDEP

REGULAR MONTHLY TASKS (continued)

21. WATER - Obtain Monthly Water Samples & Send to City of Port Orange for Processing
22. WATER - Obtain Monthly 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 – Replace Sensors and Touch pads as-needed
26. WATER- Test and prepare mandated reports for Backflow Devices (Annually/As-needed)
27. MAINTENANCE TECHS – Prepare designated areas for Events
28. MAINTENANCE TECHS - Check Stormwater Drains and perform evacuations regularly
29. MAINTENANCE TECHS - Town wide - pick up Storm Debris
30. MAINTENANCE TECHS - Stormwater Retention Pond. Maintenance (Mowing, Treatments & Service Work on the Fountains)
31. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation).
32. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance
33. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot Stations
34. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes
35. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to age, weather, vandalism and theft)
36. MAINTENANCE TECHS - Deliver Recycle Bins
37. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly)
38. MAINTENANCE TECHS - Equipment Repairs & Maintenance
39. JANITORIAL - Inventory and Replacement of Janitorial Supplies
40. JANITORIAL – Routine Town wide disinfecting of public areas
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	/Month	/Day
3901	Jeff Miller	14,117	12,994	1,123	36
3902	Mike Parker	37,399	37,024	375	12
3903	Eric Ruiz	52,955	52,668	287	9
3904	Terry Thiel	49,092	48,780	312	10
3905	Tyler Blewitt	32,540	32,255	285	9
3906	Steve Dunlap	1,025	589	436	14
3908	Dario Moravec	41,600	41,592	8	0
3915	Dump Truck	42,320	42,293	27	1

Prepared & Submitted By:
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