



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: July 07, 2020
Subject: Public Works Department Monthly Report for June 2020

I. GENERAL

Description	Qty.Month
FP&L Street Light Outage Reports	0
New Meter Installations	2
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	23
Utility Locates Completed	25
Water Breaks	2
Work Orders	21

II. STAFF NEWS

Jeff Jowers previously worked for the Town of Ponce Inlet Public Works as a Maintenance Technician Level II having earned the water licenses required of that position during his previous employment with the City of Port Orange. After a brief period of assisting Volusia County this year, Jeff has returned to P.I.P.W. once again to fill a Crew Leader position. He is currently leading the crew who fulfills the on-going needs at the north end of the Town.

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*: **22,171,000 gallons.**
2. Water Consumption for the month – *Average Daily Use*: **739,000 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

While larger Town events are very wisely continuing to remain cancelled, the Public Works team has been a solid force in helping to maintain safe environments at the rather recently reopened public Parks and Town Buildings. And, in addition to Public Works' many regularly performed tasks, they're managing to schedule specialty projects such as replacing the cypress mulch which further enhances and coils the already beautiful areas of the Inlet. Their most currently manicured sites include Town Hall, Timucuan Oaks, Happy Tails Dog Park, Beach Street Museum and Elder's Park at Front Street.

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

REGULAR MONTHLY TASKS (cont.)

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
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	15,426	14,117	1,309	42
3902	Mike Parker	37,878	37,399	479	15
3903	Eric Ruiz	53,238	52,955	283	9
3904	Terry Thiel	49,446	49,092	354	11
3905	Tyler Blewitt	33,178	32,540	638	21
3906	Steve Dunlap	1,672	1,025	647	21
3908	Jeff Jowers	42,029	41,600	429	14
3915	Dump Truck	42,499	42,320	179	6

Prepared & Submitted By:
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Reviewed & Submitted By:
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