



**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, General Manager of Public Works  
Date: October 05, 2020  
Subject: Public Works Department Monthly Report for September 2020

**I. GENERAL**

<u>Description</u>	<b>Qty/Month</b>
<b>FP&amp;L Street Light Outage Reports</b>	<b>0</b>
<b>New Meter Installations</b>	<b>2</b>
<b>ROW Mechanical Sweeping (Debris Collection)</b>	<b>4 yds</b>
<b>Service Orders – Water</b>	<b>33</b>
<b>Utility Locates Completed</b>	<b>37</b>
<b>Water Breaks</b>	<b>0</b>
<b>Work Orders</b>	<b>12</b>

**II. STAFF NEWS      \*\*\*CONGRATULATIONS!\*\*\***

**Jeff Miller Receives the Full Appointment of Public Works General Manager**

Jeff Miller began working for the Town of Ponce Inlet Public Works Department on September 22, 1992. He has been instrumental in carrying out a myriad of responsibilities for the Town over the years and carries many Licenses and Certifications to further enhance the services he provides. In his own words, he has “seen children grow into adults, reaching their goals and starting their own families” and has “seen the Town grow from a bedroom community and fishing village, to a vibrant place of restaurants, very nice parks, beautiful homes, and the pristinely maintained Lighthouse property.” Wishing the very best for Jeff in his new role as fully appointed General Manager!

**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*: **18,533,000 gallons.**
2. Water Consumption for the month – *Average Daily Use*: **617,000 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 (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. WATER - Obtain Monthly Water Samples & Send to City of Port Orange for Processing
21. WATER - Obtain Monthly Sample Results, Mail Originals to Volusia County Health Dept
22. WATER - Read Water Meters (2x / month)
23. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month)
24. WATER – Replace Sensors and Touch pads as-needed

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- 25. WATER- Test and prepare mandated reports for Backflow Devices (Annually/As-needed)
- 26. MAINTENANCE TECHS – Prepare designated areas for Events
- 27. MAINTENANCE TECHS - Check Stormwater Drains and perform evacuations regularly
- 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. JANITORIAL – Routine Town wide disinfecting of public areas
- 40. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance incl Irrigation Systems
- 41. TH/DPD/FD/PW - Routine Generator Maintenance

**IX. END OF MONTH MILEAGE REPORT**

<b>Vehicle</b>	<b>Driver</b>	<b>Current Miles</b>	<b>Previous</b>	<b>/Month</b>	<b>/Day</b>
3901	Jeff Miller	19,044	18,031	1,013	33
3902	Terry Thiel	39,289	38,958	331	11
3903	Eric Ruiz	53,882	53,681	201	6
3904	Truck not in use	50,016	50,016	0	0
3905	Tyler Blewitt	35,012	34,405	607	20
3906	Steve Dunlap	3,069	2,491	578	19
3908	Jeff Jowers	43,954	43,409	545	18
3915	Dump Truck	43,006	42,832	174	6

*Prepared & Submitted By:*  
Karen Schenk, Office Manager

*For:*  
Jeff Miller, Interim General Manager Public Works