



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: December 04, 2020
Subject: Public Works Department Monthly Report for November 2020

I. GENERAL

<u>Description</u>	Qty/Month
FP&L Street Light Outage Reports	0
New Meter Installations	3
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	22
Utility Locates Completed	33
Water Breaks	0
Work Orders	15

II. STAFF NEWS

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: **18,109,000 gallons.***
2. Water Consumption for the month – *Average Daily Use: **604,000 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
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)

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- 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. MAINTENANCE TECHS – M-F Daily Disinfecting of all Town Public Parks & Areas
- 39. JANITORIAL - Inventory and Replacement of Janitorial Supplies
- 40. JANITORIAL – M-F Daily Cleaning and Disinfecting of all Town Buildings
- 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	21,272	20,312	960	31
3902	Thiel/Gray	39,922	39,625	297	10
3903	Eric Ruiz	54,389	54,209	180	6
3905	Tyler Blewitt	36,104	35,645	459	15
3906	Steve Dunlap	4,101	3,572	529	17
3908	Jeff Jowers	44,990	44,671	319	10
3915	Dump Truck***	43,096	43,096	0	0

*** Dump Truck has been at the repair shop for 5 weeks, returning soon. It is a 2002 model and parts can be difficult to acquire.

Prepared & Submitted By:
Karen Schenk, Office Manager

For:
Jeff Miller, General Manager Public Works