



**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: June 10, 2021  
Subject: Public Works Department Monthly Report for May 2021

**I. GENERAL**

<u>Description</u>	<u>Qty/Month</u>
FP&L Street Light Outage Reports	0
New Meter Installations	6
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	31
Utility Locates Completed	10
Water Breaks	1
Work Orders	12

**II. STAFF – RECOGNITION OF NATIONAL PUBLIC WORKS WEEK, MAY 16<sup>th</sup> – 22<sup>nd</sup>**

The Town Mayor, **Gary Smith**, and Town Manager, **Jeaneen Witt**, officially acknowledged **National Public Works Week** by endorsing the annual Proclamation recognizing the contributions which public works officials make every day to the Town's health, safety, comfort and quality of life. The document was presented at the May 20<sup>th</sup> Town Council Meeting and is now proudly displayed in the Public Works office.

**III. PROJECTS**

1. DAVIES PARK – Restroom Renovation as part of the Park Project Grant
2. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
3. TOWN WIDE - Hydrant Flushing - *Continuous*
4. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
5. TOWN WIDE - Low or Overhanging Limb Trimming - *Continuous*
6. TOWN WIDE – Locating/Repairing Trip Hazards on the Sidewalks - *Continuous*
7. TOWN WIDE – Vacuuming to Clear Storm Drains – *Continuous*
8. WATER - Water Quality Testing– *Continuous*
9. WATER – Backflow Prevention Compliance – *Continuous*

## V. WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use*: **23,671,000 gallons**
2. Water Consumption for the month – *Average Daily Use*: **764,000 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 – GM JEFF MILLER ACCEPTS FEED THE NEED CERTIFICATE

On May 4<sup>th</sup> our General Manager, **Jeff Miller**, attended Volusia County's Council Meeting to accept a Certificate of Appreciation for the **Feed the Need Fund Drive** held in March. The certificate was awarded to the Town of Ponce Inlet for coming in first place of all the participating Cities and Towns within the County, based on the monies donated per FTE.

The original goal for this friendly competition was set at \$7,500 County-wide. To everyone's humbled astonishment, the final total collected was \$13,206 which translates to 68,309 pounds of food equating to 99,045 meals.

Town Manager, **Jeaneen Witt**, called for Jeff to accept the award on the Town's behalf stating his "department took the lead in exhibiting generosity to our neighbors." Jeff leads by example in so many ways when it comes to conveying kindness and generosity to others, especially those in need.

We are honored to know that, as the Public Works Proclamation states, our PW officials contribute to the quality of life of the Town...and beyond.

## 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

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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)
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 Miles	Miles/Month	Miles/Day
3901	Jeff Miller	27,822	26,750	1,072	35
3902	Baker/Spears	41,459	41,071	388	13
3903	Eric Ruiz	55,865	55,641	224	7
3905	Tyler Blewitt	39,762	39,318	444	14
3906	Steve Dunlap	8,220	8,030	190	6
3908	Jeff Jowers	49,188	48,499	689	22
3915	Dump Truck	43,652	43,636	16	1

*Prepared & Submitted By:*  
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*For:*  
Jeff Miller, General Manager Public Works