



**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: August 2, 2021  
Subject: Public Works Department Monthly Report for June 2021

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**I. GENERAL**

<u>Description</u>	<u>Qty/Month</u>
FP&L Street Light Outage Reports	0
New Meter Installations	3
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	35
Utility Locates Completed	27
Water Breaks	0
Work Orders	14

**II. 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: **22, 893,000 gallons***
2. Water Consumption for the month – *Average Daily Use: **738,000 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

## 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)
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

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- 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**

<b>Vehicle</b>	<b>Driver</b>	<b>Current Miles</b>	<b>Previous Miles</b>	<b>Miles/Month</b>	<b>Miles/Day</b>
3901	Jeff Miller	30,100	29,090	1,010	33
3902	**Vacant**	41,871	41,861	10	<1
3903	H. Baker	56,456	56,220	236	8
3904	Eric Ruiz	570	284	286	9
3905	Tyler Blewitt	40,655	40,080	575	19
3906	Steve Dunlap	10,380	9,719	661	21
3908	Jeff Jowers	50,308	49,677	631	20
3915	Dump Truck	43,854	43,677	177	6

*Prepared & Submitted By:*  
Amber Spears, Office Manager

*For:*  
Jeff Miller, General Manager Public Works