



**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: April 1, 2022  
Subject: Public Works Department Monthly Report for March 2022

**I. GENERAL**

<u>Description</u>	<u>Qty/Month</u>
FP&L Street Light Outage Reports	0
New Meter Installations	5
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	35
Utility Locates Completed	50
Water Breaks	0
Work Orders	25

**II. PROJECTS**

1. DAVIES LIGHTHOUSE PARK – Paint Interior of Bathrooms
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 – Locating/Repairing Trip Hazards on the Sidewalks - *Continuous*
6. TOWN WIDE – Vacuuming to Clear Storm Drains – *Continuous*
7. TOWN WIDE – Tree trimming using a Mobile Elevated Work Platform
8. TOWN HALL – Completion of walkover between Town Hall and Police Department
9. WATER - Water Quality Testing– *Continuous*
10. WATER – Backflow Prevention Compliance – *Continuous*

**V. WATER CONSUMPTION**

1. Water Consumption for the month – *Monthly Use: 21,603,000 gallons*
2. Water Consumption for the month – *Average Daily Use: 697,000 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. **WILBUR BAY WETLANDS** – 4324 S. Peninsula Drive
2. **PONCE PRESERVE** – 4401 S. Peninsula Drive
3. **OLD CARRIAGE PARK** – 102 Old Carriage Road
4. **TIMUCUAN OAKS** – 4550 S. Peninsula Drive
5. **POLLARD PARK** – 4680 S. Peninsula Drive (at the Fire Station)
6. **HAPPY TAILS DOG PARK** – 4700 S. Peninsula Drive
7. **KATHY GRISCOM PARK** – 4790 S. Peninsula Drive
8. **HISTORIC MUSEUM** – 143 Beach Street
9. **MEYER-DAVIS HOUSE & POST OFFICE** – 143 Beach Street
10. **ELBER'S SUNSET PARK** – Front Street
11. **BOAT RAMP** – 4961 S. Peninsula Drive
12. **DAVIES LIGHTHOUSE PARK** – 4931 S. Peninsula Drive
13. **ELBER'S SUNSET PARK** – 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 Additional Pick-ups of Residential Waste, Large Items and Recycling with Waste Pro and Maintain Recycle Bin Inventory
11. ADMIN - Work with Code Enforcement to resolve issues of blocked access to meter boxes, as well as delinquent backflow devices
12. ADMIN - Coordinate Maintenance on Public Works Vehicles and keep Records
13. ADMIN - Deal with resident complaints and concerns, and follow through with solutions where possible
14. ADMIN - Coordinate and schedule employees for upcoming training courses.
15. ADMIN - Coordinate Licensing and Certifications of employees with H.R.
16. ADMIN - Input and Follow-through on Town Staff Work Orders as needed
17. ADMIN - Coordinate with the Volusia County Health Department during Water Breaks and Boil Water Notices
18. ADMIN – Maintain FDEP Regulations and run NPDES Ads/Notices as required
19. WATER - Obtain Monthly Water Samples & Send to City of Port Orange for Processing
20. WATER - Obtain Monthly Sample Results, Mail Originals to Volusia County Health Dept
21. WATER - Read Water Meters (2x / month)
22. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month)
23. WATER – Replace Sensors and Touch pads as-needed
24. WATER- Test and prepare mandated reports for Backflow Devices (Annually/As-needed)
25. MAINTENANCE TECHS – Prepare designated areas for Events
26. MAINTENANCE TECHS - Check Stormwater Drains and perform evacuations regularly
27. MAINTENANCE TECHS - Town wide - pick up Storm Debris
28. MAINTENANCE TECHS - Stormwater Retention Pond. Maintenance (Mowing, Treatments & Service Work on the Fountains)
29. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation).
30. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance
31. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot Stations

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- 32. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes
- 33. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to age, weather, vandalism, and theft)
- 34. MAINTENANCE TECHS - Deliver Recycle Bins
- 35. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly)
- 36. MAINTENANCE TECHS - Equipment Repairs & Maintenance
- 37. MAINTENANCE TECHS – M-F Daily Disinfecting of all Town Public Parks & Areas
- 38. JANITORIAL - Inventory and Replacement of Janitorial Supplies
- 39. JANITORIAL – M-F Daily Cleaning and Disinfecting of all Town Buildings
- 40. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance incl Irrigation Systems
- 41. 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>
3901	Jeff Miller	38,399	37,320	1,079
3902	Randy Stewart	44,057	43,749	308
3903	Hank Baker	59,440	58,991	449
3904	Eric Ruiz	3,366	3,121	245
3905	Tyler Blewitt	44,173	43,649	524
3906	Steve Dunlap	15,635	14,646	989
3908	Jeff Jowers	54,081	53,600	481
3915	Dump Truck	44,373	44,274	99

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

*For:*  
Jeff Miller, General Manager Public Works