



**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: Mike Disher, Interim Town Manager  
From: Fred Griffith, General Manager of Public Works  
Date: December 2, 2022  
Subject: Public Works Department Monthly Report for November 2022

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**I. GENERAL**

| <u>Description</u>                          | <u>Qty/Month</u> |
|---|------------------|
| FP&L Street Light Outage Reports            | 5                |
| New Meter Installations                     | 9                |
| ROW Mechanical Sweeping (Debris Collection) | 4 yds            |
| Service Orders – Water                      | 32               |
| Utility Locates Completed                   | 27               |
| Water Breaks                                | 1                |
| Work Orders                                 | 13               |

**II. PROJECTS**

1. TIMUCUAN OAKS - Brazilian Pepper Tree Removal – *Continuous*
2. DAVIES PARK - Mulched War Memorial
3. DOG PARK - Mulched entire park
4. TOWN WIDE - Hydrant Flushing - *Continuous*
5. TOWN WIDE - Dead Bay Tree and Stump Removal - *Continuous*
6. TOWN WIDE - Locating/Repairing Trip Hazards on the Sidewalks - *Continuous*
7. TOWN WIDE - Vacuuming to Clear Storm Drains – *Continuous*
8. TOWN WIDE - Hurricane Ian/Tropical Storm Nicole response and recovery.
9. TOWN WIDE - Christmas decorating
10. WATER - Water Quality Testing– *Continuous*
11. WATER - Backflow Prevention Compliance – *Continuous*
12. STORMWATER - MS4 Permit monitoring and reporting - *Continuous*

**III. WATER CONSUMPTION**

1. Water Consumption – *Monthly Use: 13,489,000 gallons*
2. Water Consumption – *Average Daily Use: 449,633 gallons*

#### IV. 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

#### V. REGULAR MONTHLY TASKS AS REQUIRED

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 - Deal with resident complaints and concerns, and follow through with solutions where possible
13. ADMIN - Coordinate and schedule employees for upcoming training courses.
14. ADMIN - Coordinate Licensing and Certifications of employees with H.R.
15. ADMIN - Input and Follow-through on Town Staff Work Orders as needed
16. ADMIN - Coordinate with the Volusia County Health Department during Water Breaks and Boil Water Notices
17. ADMIN – Maintain FDEP Regulations and run NPDES Ads/Notices as required
18. WATER - Obtain Monthly Water Samples & Send to City of Port Orange for Processing
19. WATER - Obtain Monthly Sample Results, Mail Originals to Volusia County Health Dept
20. WATER - Read Water Meters (2x / month)
21. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month)
22. WATER – Replace Sensors and Touch pads as-needed
23. WATER- Test and prepare mandated reports for Backflow Devices (Annually/As-needed)
24. MAINTENANCE TECHS – Prepare designated areas for Events
25. MAINTENANCE TECHS - Check Stormwater Drains and perform evacuations regularly
26. MAINTENANCE TECHS - Town wide - pick up Storm Debris
27. MAINTENANCE TECHS - Stormwater Retention Pond. Maintenance (Mowing, Treatments & Service Work on the Fountains)
28. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation).
29. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance

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- 30. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot Stations
- 31. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes
- 32. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to age, weather, vandalism, and theft)
- 33. MAINTENANCE TECHS - Deliver Recycle Bins
- 34. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly)
- 35. MAINTENANCE TECHS - Equipment Repairs & Maintenance
- 36. MAINTENANCE TECHS – M-F Daily Disinfecting of all Town Public Parks & Areas
- 37. JANITORIAL - Inventory and Replacement of Janitorial Supplies
- 38. JANITORIAL – M-F Daily Cleaning and Disinfecting of all Town Buildings
- 39. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance incl Irrigation Systems
- 40. TH/PD/FD/PW – Routine Generator Maintenance

**VI. END OF MONTH MILEAGE REPORT**

| <b>Vehicle</b> | <b>Driver</b> | <b>Current Miles</b> | <b>Previous Miles</b> | <b>Miles/Month</b> |
|----------------|---------------|----------------------|-----------------------|--------------------|
| 3901           | Randy Stewart | 41,866               | 41,608                | 258                |
| 3902           | Jeff Miller   | 46,432               | 46,093                | 339                |
| 3903           | Hank Baker    | 61,923               | 61,556                | 367                |
| 3904           | Eric Ruiz     | 5,774                | 5,428                 | 346                |
| 3905           | Tyler Blewitt | 46,803               | 46,683                | 120                |
| 3906           | Steve Dunlap  | 20,391               | 19,808                | 583                |
| 3908           | Jeff Jowers   | 59,484               | 58,823                | 661                |
| 3915           | Dump Truck    | 45,013               | 44,974                | 39                 |

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

*For:*  
Fred Griffith, General Manager Public Works