



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: January 4, 2023
Subject: Public Works Department Monthly Report for December 2022

I. SPECIAL EVENTS

1. CHRISTMAS CELEBRATION – Set-up and break down at Pollard Park
2. CHRISTMAS PARADE – Prep and pick-up

II. PROJECT MANAGEMENT

1. STREET SIGN REPLACEMENT – Completed by Public Works staff.
2. TINA MARIA CIRCLE RETAINING WALL – On-going, 75% complete. Contracted to Saboungi Construction.
3. ELBERS PARK RIP RAP REVETMENT – Set to begin, Army Corp of Engineers and FDEP permits are issued. A change order has been requested for material change to concrete. Contracted to East Coast Marine Construction and Design.
4. PUMP PURCHASES – 3” and 4” pumps have been approved and ordered from Thompson Pump.
5. STORMPIPE CLEANING AND ASSESSMENT – To be presented to Council on January 19th for approval and contracted to Sweeping Corporation of America.
6. OFFICE RENOVATION – New office space for Assistant Manager – purchase order has been issued.
7. LOCK REPLACEMENTS – Fire Department and Community Center jobs are scheduled.
8. SIDEWALK REPAIR – Quotes are being performed for the Community Center.
9. HURRICANE RECOVERY
 - i. STREETLIGHT REPAIR – On-going and being performed by FPL townwide.
 - ii. PONCE PRESERVE DUNE WALK OVER – In design stages by Mead & Hunt.
 - iii. FENCE REPAIR – Quote phase in process for all Town owned properties.
 - iv. EXTERNAL LIGHTING REPAIR – Quote phase in process for all Town owned facilities.

- v. MUSEUM ELECTRICAL BOX REPLACEMENT/ELEVATION – Purchase order issued, and contractor is scheduled to begin work.
- vi. INLET POINT FOUNTAIN ELECTRICAL BOX RELOCATION – Purchase order issued, and contractor is scheduled to begin work.
- vii. FIRE DEPARTMENT ROOF – Bid process in completion stages anticipated to award bid on January 19th.

III. STAFF PROJECTS

- 1. TOWN WIDE
 - a. Hydrant Flushing – *Performed as needed*
 - b. Locating/Repairing Trip Hazards on the Sidewalks - *Continuous*
 - c. Vacuuming to Clear Storm Drains – *Continuous*
 - d. Hurricane Ian/Tropical Storm Nicole and recovery underway.
 - e. Christmas decorating is complete, tear down is scheduled.
- 2. WATER
 - a. Water Quality Testing– *Continuous*
 - b. Backflow Prevention Compliance – *Continuous*
 - i. Implementation of company to assist in monitoring and admin responsibilities is in process.
- 3. STORMWATER
 - a. MS4 Permit monitoring and reporting – *Continuous*
 - i. Annual report submitted and accepted in November.
- 4. ADMIN
 - a. Planning for 2023/24 Capital Budget Request

IV. REGULAR MONTHLY DUTIES AS REQUIRED

- 1. ADMIN
 - a. Review Water Reads (2x / month)
 - b. Review & Input Payroll (Bi-weekly)
 - c. Prepare Accts Payable Requisitions and Purchase Orders (Weekly)
 - d. Prepare Public Works Monthly Status Report
 - e. Prepare Monthly Fuel Consumption Reports & Fuel Off Road Totals Report
 - f. Prepare/Close-out Service Orders for Meter re-reads and suspected issues, etc.
 - g. Maintain Fuel System; New Users/Updates/Modifications; Vehicle Database
 - h. Research Quotes & Coordinate Vendor Meetings
 - i. Maintain Records for Backflow Prevention Device Testing of all Commercial, Multi Family & Government Facilities Town-Wide
 - j. Prepare Work Orders for Additional Pick-ups of Residential Waste, Large Items and Recycling with Waste Pro and Maintain Recycle Bin Inventory
 - k. Work with Code Enforcement to resolve issues of blocked access to meter boxes, as well as delinquent backflow devices
 - l. Deal with resident complaints and concerns, and follow through with solutions where possible
 - m. Coordinate and schedule employees for upcoming training courses.
 - n. Coordinate Licensing and Certifications of employees with H.R.
 - o. Input and Follow-through on Town Staff Work Orders as needed
 - p. Coordinate with the Volusia County Health Department during Water Breaks and Boil Water Notices
 - q. Maintain FDEP Regulations and run NPDES Ads/Notices as required
- 2. WATER SYSTEM
 - a. Obtain Monthly Water Samples & Send to City of Port Orange for Processing

- b. Obtain Monthly Sample Results, Submit Digitally to Volusia County Health Dept
- c. Read Water Meters (2x / month)
- d. Multiple Rereads, Service Orders & Meter Swaps (2x/ month)
- e. Replace Sensors and Touch pads as needed
- f. Test and prepare mandated reports for Backflow Devices (Annually/As-needed)

3. MAINTENANCE

- a. Prepare designated areas for Events
- b. Check Stormwater Drains and perform evacuations regularly
- c. Stormwater Retention Pond. Maintenance (Mowing, Treatments & Service Work on the Fountains)
- d. Right-of-Way Maintenance (Mowing, Trim Vegetation).
- e. Boat Ramp Dock Inspections & Maintenance
- f. Empty & Re-Stock Dogi-Pot Stations
- g. Road Maintenance – Fill-in Shoulders & Patch Holes
- h. Street Sign Maintenance & Replacement (Due to age, weather, vandalism, and theft)
- i. Deliver Recycle Bins
- j. Vehicle Washing & Cleaning (Weekly)
- k. Equipment Repairs & Maintenance
- l. M-F Daily Disinfecting of all Town Public Parks & Areas
- m. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance incl Irrigation Systems
- n. TH/PD/FD/PW – Routine Generator Maintenance

4. CUSTODIAL

- a. Inventory and Replacement of Janitorial Supplies
- b. M-F Daily Cleaning and Disinfecting of all Town Buildings

V. PARKS

Routine Maintenance: Pressure Washing, Painting, Tree Trimming, Brush & Debris 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

VI. GENERAL INFORMATION

<u>Description</u>	<u>Qty/Month</u>
FP&L Street Light Outage Reports	0
New Meter Installations	1
Meter Replacements	3
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	35
Utility Locates Completed	21
Water Breaks	0
Work Orders	21

VII. WATER CONSUMPTION

- b. Water Consumption – *Monthly Use*: **14,006,060 gallons**
- c. Water Consumption – *Average Daily Use*: **451,808 gallons**

Prepared & Submitted By: Amber Spears, Office Manager
For: Fred Griffith, General Manager Public Works