



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: **April 7, 2023**
Subject: Public Works Department Monthly Report for March 2023

I. SPECIAL EVENTS

1. PONCE INLET GARDEN CLUB MEETING – Set-up and break down.

II. PROJECT MANAGEMENT

1. TINA MARIA CIRCLE RETAINING WALL – Completed.
2. ELBERS PARK RIP RAP REVETMENT – Completed.
3. COMMUNITY CENTER SIDEWALK REPAIR – Completed.
4. STORMPIPE CLEANING AND ASSESSMENT – Begins April 3rd.
5. HURRICANE RECOVERY
 - i. INLET POINT FOUNTAIN ELECTRICAL BOX RELOCATION – Completed.
 - ii. FIRE DEPARTMENT ROOF – Completed.
 - iii. SOFFIT REPAIR – Completed.
 - iv. STREETLIGHT REPAIR – On-going and being performed by FPL townwide.
 - v. PONCE PRESERVE DUNE WALK OVER – In design stages by Mead & Hunt to install stairway initially and complete by adding handicap accessible ramp. Demolition is in process and construction project is advertised to bid.
 - vi. TOWNWIDE FENCE REPAIR – Work is on-going.
 - vii. EXTERNAL LIGHTING REPAIR – Work is on-going.
 - viii. TIMUCUAN OAKS – Bollard lights are to be replaced along stairway.

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. Annual mulching of parks and town facilities.
2. WATER
 - a. Water Quality Testing– *Continuous*
 - b. Backflow Prevention Compliance – *Continuous*
3. STORMWATER - MS4 Permit monitoring and reporting – *Continuous*
4. ADMIN – Planning for 2023/24 Capital Budget Request in being prepared for Essential Services Board in March.

IV. REGULAR MONTHLY DUTIES AS REQUIRED

1. ADMIN
 - a. Review Water Reads (Twice monthly)
 - 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.
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 (Twice monthly)
 - d. Multiple Rereads, Service Orders & Meter Swaps (Twice monthly)
 - e. Replace Sensors and Touch pads as needed
 - f. Test and prepare mandated reports for Backflow Devices (Annually/As needed)
 - g. Coordinate with the Volusia County Health Department during Water Breaks and Boil Water Notices.
 - h. Maintain FDEP requirements.
3. STORM WATER SYSTEM
 - a. Perform regular field inspections.
 - b. Maintain MS4 compliance for NPDES permit.
4. MAINTENANCE
 - a. Prepare, setup, tear down and clean up designated areas for events.

- b. Check Stormwater Drains and perform storm inlet 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 & Bathroom Areas
- m. PW, TH, PD, FD, CC, Museum – Buildings, tree trimming & Grounds Maintenance including irrigation systems.
- n. TH/PD/FD/PW – Routine Generator Maintenance

5. 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

I. GENERAL INFORMATION

<u>Description</u>	<u>Qty/Month</u>
New Meter Installations	1
Meter Replacements	4
ROW Mechanical Sweeping (Debris Collection)	4 yds
Service Orders – Water	22
Utility Locates Completed	40
Water Breaks	1
Work Orders	13

VII. WATER CONSUMPTION

- Water Consumption
 - ▶ *Monthly Use:* **14,998,800 gallons**
 - ▶ *Average Daily Use:* **483,832 gallons**
- Flushing Usage – 320,000 gallons, 2% of total usage

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