



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: Michael E. Disher, AICP, Town Manager
From: Fred Griffith, P.E., Public Works Director
Date: September 11, 2023
Subject: Public Works Department Monthly Report for July and August 2023

I. PROJECT MANAGEMENT

1. HURRICANE RECOVERY
 - i. EXTERNAL LIGHTING REPAIR – Work is on-going at the Boat Ramp area.
 - ii. BOAT RAMP REPAIR – FDEP/ACOE Permitting Application, Purchase order issued, construction anticipated to begin in October.
2. STAFF CLEARED SWALE AT LIGHTHOUSE PARK – Allows South Peninsula to drain
3. TREE REMOVAL/SHRUB TRIMMING AT PONCE PRESERVE PARK ETC. – Removed Pepper trees and trimmed to maintain the trails.
4. HURRICANE PREPARATION AND RECOVERY – Provided sandbags to residents and shuttered vulnerable Town buildings.

II. STAFF PROJECTS

1. TOWN WIDE
 - a. Hydrant Flushing – *Performed daily*
 - b. Locating/Repairing Trip Hazards on the Sidewalks – *Continuous*
 - c. Vacuuming to Clear Storm Drains – *Continuous*
 - d. Rock installed at Town Hall and Police Department for erosion control, 100% complete.
2. WATER
 - a. Water Quality Testing– *Daily*
 - b. Bi-annual Lead/Copper testing and report filing successfully completed in-house.
 - c. Backflow Prevention Compliance – *Continuous*
3. STORMWATER - MS4 Permit monitoring and reporting – *Continuous*
4. ADMIN
 - a. Budget preparation for FY 23/24

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

VI. GENERAL INFORMATION

| <u>Description</u> | <u>Qty/Month</u> |
|---|------------------|
| New Meter Installations | 0 |
| Meter Replacements | 5 |
| ROW Mechanical Sweeping (Debris Collection) | 4 yds |
| Service Orders – Water | 49 |
| Utility Locates Completed | 21 |
| Water Breaks | 0 |
| Work Orders | 20 |

VII. WATER CONSUMPTION

- b. Water Consumption
 - ▶ *Monthly Use:* **20,113,600 gallons**
 - ▶ *Average Daily Use:* **648,826 gallons**
- c. Flushing Usage – 1,171,050 gallons, approximately 2% overall for past fiscal year.

*Prepared & Submitted By: Lindsay Gatrost, Office Manager
For: Fred Griffith, General Manager Public Works*