



MEMORANDUM
TOWN OF PONCE INLET, FINANCE, UTILITIES, & MAINTENANCE DEPARTMENT

To: Jeaneen P. Clauss, Town Manager
From: Emily C. Kroeger, Finance Manager
Date: February 15, 2012
Subject: January 2012 Monthly Report

Public Works

Description	Qty
Work Orders	12
Utility Locates Completed	13
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	15
Water Breaks	2

Parks

Routine Maintenance - pressure washing, painting, trim tees, brush 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 and 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. Old Carriage Park – 102 Old Carriage Road
3. Ponce Preserve – 4401 S. Peninsula Drive
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. Meyer-Davis House & Post Office – 143 Beach Street
8. Elber's Sunset Park – Front Street
9. Davies Lighthouse Park – 4931 S. Peninsula Drive

Tasks – Monthly

1. Obtained water samples and send to City of Port Orange for processing
2. Obtained sample results and mail originals to Volusia County Health Department
3. Set A/C at Council Chambers & prep room (before & after every meeting)
4. Took delivery of fuel / weekly tank “sticks”
5. Equipment maintenance and repairs
6. Buildings and Grounds maintenance – PW, TH, PD, FD, CC
7. Vehicle & Equipment washing / cleaning (weekly)
8. Checked stormwater system
9. Routine Generator maintenance
10. Weekly fuel tank inspections
11. Monofilament Recycling Program
12. Street Sign Maintenance & Replacement (due to vandalism, age, and theft)

13. Inventoried and Ordered Janitorial supplies
14. Read Water Meters (x2 month)
15. Exercise Hydrant Valves
16. Exercise Water Valves
17. Coordinated removal of deceased animals
18. Coordinated removal of homeowner-generated yard debris (large piles) w/Waste Management
19. Stormwater retention pond maintenance (mowing, treatments, service fountains)
20. Right-of-way maintenance (mowing, trim vegetation, etc.)
21. Boat ramp dock inspections and maintenance
22. Leveled and distributed street sweeping pile
23. Emptied Dogi-Pot stations and re-stocked
24. Roadway maintenance – fill-in shoulders, cold-patch holes, etc.

Miscellaneous Maintenance

1. Removed Christmas Wreaths and Decorations around Town
2. Water New Tree at Lighthouse Park
3. Repair Faucet at Lighthouse Park Ladies Room
4. Repair Staircase between PD & Town Hall
5. Replace Lighting Fixture in Council Chambers
6. Installed Door Closer at Council Chambers Light House Room
7. Work with Electrician at 143 Beach AC Wiring
8. Repair Water Fountain at FD

Mileage Report

VEHICLE NUMBER	PRIMARY DRIVER	CURRENT ODOMETER READING	PREVIOUS ODOMETER READING	TOTAL MILES PER MONTH	AVERAGE DAILY MILES (22 DAYS)
04-36	Keith	93,425	92,940	485	22.04
02-60	Jeff	72,824	72,149	675	30.68
08-01	John	22,320	22,031	289	13.14
09-01	Ken	11,920	11,515	405	18.40
11-01	Steve L.	3,743	3,304	439	19.95
02-50	Dump Truck	30,150	30,125	25	1.13
02-58	Wade	72,690	72,376	314	14.27

Financial Summary

Revenues	Budget	January	Year to Date	Budget Balance	% YTD Budget
001 Fund - General Fund	4,569,935	255,851	2,846,732	1,723,203	62.29
401 Fund - Water Fund	1,252,087	86,906	282,416	969,671	22.56
402 Fund - Refuse Fund	169,020	14,111	48,287	120,733	28.57
403 Fund - Sewer Fund	920,333	70,279	238,601	681,732	25.93
Expenditures					
001 Fund - General fund	4,569,935	413,130	1,964,640	2,605,295	42.99
401 Fund - Water Fund	1,252,087	71,846	277,264	974,823	22.14
402 Fund - Refuse Fund	169,020	11,777	51,111	117,909	30.24
403 Fund - Sewer Fund	920,333	59,537	209,924	710,409	22.81

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,096	51	43	1,190
Water - irrigation	83	30	7	120
Sewer	726	41	30	797
Refuse	983			983

Re-reads 10 (2 customers notified of high water usage)

Town-wide water consumption for January 13,894,000 gallons

Accounts Payable

	Number	Amount
Checks issued in January	101	396,571.03