



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

To: Jeaneen P. Clauss, Town Manager
From: Emily Kroeger, Finance Manager
Date: March 6, 2012
Subject: February 2012 Monthly Report

Public Works

Description	Qty
Work Orders	19
Utility Locates Completed	18
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	53
Water Breaks	0

STAFF NEWS

Congratulations to Ken Jones and Steve Linkfield promotion to Tech II

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

EVENTS

1. Set-up and breakdown of Beach Ramp Parade and Dedication
2. Set-up and breakdown of Mardi Claws Parade

MONTHLY TASKS

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. Eradicated Brazilian Pepper trees
21. Right-of-way maintenance (mowing, trim vegetation, etc.)
22. Boat ramp dock inspections and maintenance
23. Leveled and distributed street sweeping pile
24. Check VMB (Variable Message Board) batteries
25. Emptied Dogi-Pot stations and re-stocked
26. Roadway maintenance – fill-in shoulders, cold-patch holes, etc.

MISCELLANEOUS MAINTENANCE AND DUTIES

1. Assist in Fire Extinguisher Maintenance Inspections
2. Repair/Rebuild and water seal stair case between Town Hall and Police Dept
3. Water seal decking at 143 Beach Street
4. Water seal footbridge at Lighthouse
5. Rearrange offices/furniture at Town Hall
6. Water New Plantings at 143 Beach
7. Pull Electrical AC Wiring at 143 Beach
8. Install fan speed control at Town Hall
9. Work on door bell at Fire Department

END OF MONTH MILEAGE REPORT

VEHICLE NUMBER	PRIMARY DRIVER	CURRENT ODOMETER READING	PREVIOUS ODOMETER READING	TOTAL MILES PER MONTH	AVERAGE DAILY MILES (21 DAYS)
04-36	Keith	94,768	93,425	1,343	63.95
02-60	Jeff	73,416	72,824	592	28.19
08-01	John	22,658	22,320	338	16.09
09-01	Ken	12,387	11,920	467	22.24
11-01	Steve L.	4,139.6	3,743	396.6	18.86
02-50	Dump Truck	30,150	30,150	0	0
02-58	Wade	72,854	72,690	164	7.81

Financial Summary - key funds

	Budget	February	Year to Date	Encumbered	Budget Balance	% YTD Budget
Revenues						
001 Fund - General Fund	4,569,935	131,252	2,977,984		1,591,951	65.16
401 Fund - Water Fund	1,252,087	78,872	328,389		923,698	26.23
402 Fund - Refuse Fund	169,020	14,200	57,350		111,670	33.93
403 Fund - Sewer Fund	920,333	66,444	282,319		638,014	30.68
Expenditures						
001 Fund - General fund	4,569,935	386,448	2,351,088	38,486	2,180,362	52.29
401 Fund - Water Fund	1,252,087	98,168	375,433	4,414	872,240	30.34
402 Fund - Refuse Fund	169,020	11,739	62,849	1	106,169	37.19
403 Fund - Sewer Fund	920,333	70,381	212,896	1	707,436	23.13

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,095	51	43	1,189
Water - irrigation	83	30	7	120
Sewer	729	41	30	800
Refuse	984			984
Occupant change	10			
Meter change	28			
Re-reads	6			
Cut off - non payment	2			
Town's water consumption for January		14,381,000 gallons		

Accounts Payable

	Number	Amount
Checks issued in February	110	399,634.00

