



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

To: Jeaneen P. Clauss, Town Manager
From: Emily C. Kroeger, Finance Manager
Date: May 11, 2012
Subject: April 2012 Monthly Report

Public Works

Description	Qty
Work Orders	29
Utility Locates Completed	11
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	26
Water Breaks	1

STAFF NEWS

Public Works welcomes new employee Curtis Mitchell – Maintenance Tech I
Public Works welcomes new employee Ken Sinisi – Maintenance Tech I

EVENTS

Set-up and break down of Board Appreciation Dinner

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.

VIII. MISCELLANEOUS MAINTENANCE AND DUTIES

1. Strip Police Department Decals from old 2006 Ford Explorer
2. Repair faulty boards at Boat Ramp
3. Repair metal molding at Police Department jail desk
4. Water Seal Boardwalk at Ponce Preserve
5. Work on retaining wall for Ponce Preserve Tower

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	96,948	95,857	1,091	51.96
02-60	Jeff	74,577	73,957	620	29.52
08-01	John	23,361	23,045	316	15.04
09-01	Ken	13,365	12,830	535	25.48
11-01	Steve L.	4,855.5	4,487.6	368	17.52
02-50	Dump Truck	30,207.3	30,150	57.3	2.73
02-58	Curtis M.	73,342	72,872	470	22.38
03-04	Ken S.	47,050	N/A	N/A	N/A

Financial Summary - key funds

Revenues	Budget	April	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	4,569,935	220,366	3,413,336		1,156,599	74.69
401 Fund - Water Fund	1,252,087	108,780	519,196		732,891	41.47
402 Fund - Refuse Fund	169,020	14,192	85,707		83,313	50.71
403 Fund - Sewer Fund	920,333	100,014	452,757		467,576	49.19
Expenditures						
001 Fund - General fund	4,569,935	391,573	3,280,309	28,819	1,260,807	72.41
401 Fund - Water Fund	1,252,087	100,579	573,258	2,572	676,257	45.99
402 Fund - Refuse Fund	169,020	13,061	88,384		80,636	52.29
403 Fund - Sewer Fund	920,333	70,620	350,067		570,266	38.04

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,094	51	43	1,188
Water - irrigation	83	30	7	120
Sewer	729	41	30	800
Refuse	985			985
Occupant change	12			
Meter change	15			
Re-reads	3			
Disconnects	0			

Town's water consumption for April 18,111,000 gallons

Accounts Payable

	Number	Amount
Checks issued in April	131	409,122.40