



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

To: Jeaneen P. Clauss, Town Manager
From: Emily C. Kroeger, Finance Manager
Date: June 18, 2012
Subject: Monthly Report for May, 2012

Public Works

Description	Qty
Work Orders	21
Utility Locates Completed	12
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	37
Water Breaks	1

STAFF NEWS

Keith Gunter completed exam and received Water Distribution 1 Florida State License
Jeff Miller completed exam and received Water Distribution 2 Florida State License

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. Water Seal Boardwalk at Ponce Preserve
2. Water Trees at Lighthouse Park
3. Water Trees at North and South Turn Beach Ramp
4. Water Trees at Davies Park and Beach Ramps
5. Water Trees at Ponce Preserve and Town Hall
6. Test Backflow Devices at all Town Facilities
7. Assemble magazine rack at Town Hall
8. Work on retaining wall for Ponce Preserve Tower
9. Work on clearing vines at Town Hall

END OF MONTH MILEAGE REPORT

VEHICLE NUMBER	PRIMARY DRIVER	CURRENT ODOMETER READING	PREVIOUS ODOMETER READING	TOTAL MILES PER MONTH	AVERAGE DAILY MILES (23 DAYS)
04-36	Keith	98,054	96,948	1,106	48.09
02-60	Jeff	75,110	74,577	533	23.17
08-01	John	23,624	23,361	263	11.43
09-01	Ken	13,925	13,365	560	24.34
11-01	Steve L.	5,226.3	4,855.5	370.8	16.12
02-50	Dump Truck	30,268	30,207	61	2.66
02-58	Curtis M.	73,903	73,342	561	24.39
03-04	Ken S.	47,452	47,050	402	17.48

Financial Summary - key funds

Revenues	Budget	May	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	4,569,935	188,613	3,554,904		1,015,031	77.79
401 Fund - Water Fund	1,252,087	98,121	617,715		634,372	49.33
402 Fund - Refuse Fund	169,020	14,220	99,956		69,064	59.14
403 Fund - Sewer Fund	920,333	80,252	533,150		387,183	57.93

***Note the Water, Sewer, & Refuse revenue funds are one month behind the expenditures.

Expenditures

001 Fund - General fund	4,569,935	306,893	3,585,669	177	984,089	78.47
401 Fund - Water Fund	1,252,087	99,496	672,754		579,333	53.73
402 Fund - Refuse Fund	169,020	11,969	100,353		68,667	59.37
403 Fund - Sewer Fund	920,333	100,117	450,184		470,149	48.92

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,091	51	43	1,185
Water - irrigation	82	30	7	119
Sewer	728	41	30	799
Refuse	979			979
Occupant change	10			
Meter change	15			
Re-reads	5			
Disconnects	2			

Town's water consumption for May 17,609,000 gallons

Accounts Payable

	Number	Amount
Checks issued in May	116	335,543.83