



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

To: Jeaneen Clauss, Town Manager
From: Emily Kroeger, Finance Manager
Date: July 05, 2012
Subject: Monthly Report for June, 2012

Public Works

Description	Qty
Work Orders	18
Utility Locates Completed	22
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	26
Water Breaks	1

STAFF NEWS

Jeff Miller attended and completed Maintenance of Traffic training

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. Work on clearing vines at Town Hall and Police Dept
2. Assist DG Meyer with AC at 143 Beach St
3. Assist Wayne's Roofing with AC at 143 Beach St
4. Install silt fence at Timucuan Oaks
5. Coordinate Bee removal at 4505 S. Atlantic Ave

X. 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	99,153	98,054	1,099	52.33
02-60	Jeff	n/a	75,110	n/a	n/a
08-01	John	23,905	23,624	281	13.38
09-01	Ken	14,373	13,925	448	21.33
11-01	Steve L.	5,625.3	5,226.3	399	19
02-50	Dump Truck	30,445	30,268	177	8.43
02-58	Curtis M.	74,411	73,903	508	24.19
03-04	Ken S.	48,023	47,452	571	27.19

Financial Summary - key funds

Revenues	Budget	June	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	4,569,935	164,419	3,719,278		850,657	81.39
401 Fund - Water Fund	1,252,087	95,580	713,295		538,792	56.97
402 Fund - Refuse Fund	169,020	14,207	114,164		54,856	67.54
403 Fund - Sewer Fund	920,333	70,330	603,480		316,853	65.57

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

Expenditures

001 Fund - General fund	4,569,935	361,794	3,947,463	28,374	594,098	87
401 Fund - Water Fund	1,252,087	118,051	790,806		461,281	63.16
402 Fund - Refuse Fund	169,020	12,030	112,382		56,638	66.49
403 Fund - Sewer Fund	920,333	80,359	530,543		389,790	57.65

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,093	52	43	1,188
Water - irrigation	82	30	7	119
Sewer	728	42	30	800
Refuse	970			970
Occupant change	7			
Meter change	6			
Re-reads	4			
Disconnects	1			

Town's water consumption for June 15,827,000 gallons

Accounts Payable

	Number	Amount
Checks issued in June	140	659,904.91