



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

To: Jeaneen P. Clauss, Town Manager
From: Emily C. Kroeger, Finance Manager
Date: August 2, 2012
Subject: July 2012 Monthly Report

Public Works

Description	Qty
Work Orders	11
Utility Locates Completed	16
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	29
Water Breaks	1

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. Coordinated removal of deceased animals
16. Coordinated removal of homeowner-generated yard debris (large piles) w/Waste Management
17. Stormwater retention pond maintenance (mowing, treatments, service fountains)
18. Eradicated Brazilian Pepper trees
19. Right-of-way maintenance (mowing, trim vegetation, etc.)
20. Boat ramp dock inspections and maintenance
21. Leveled and distributed street sweeping pile
22. Check VMB (Variable Message Board) batteries
23. Emptied Dogi-Pot stations and re-stocked
24. Roadway maintenance – fill-in shoulders, cold-patch holes, etc.

MISCELLANEOUS MAINTENANCE AND DUTIES

1. Clear Vines at Town Hall and Police Dept
2. Clear Vines at Timucuan Oaks and Ponce Preserve
3. Build Planter Box at 143 Beach
4. Install Sod at Town Hall and Police Dept
5. Assemble Shelf/Cabinet in P&Z Dept

END OF MONTH MILEAGE REPORT

VEHICLE NUMBER	PRIMARY DRIVER	CURRENT ODOMETER READING	PREVIOUS ODOMETER READING	TOTAL MILES PER MONTH	AVERAGE DAILY MILES (22 DAYS)
04-36	Keith	99,843	99,153	690	31.36
02-60	Jeff	75,742	75,110	632	28.72
08-01	John	24,250	23,905	345	15.68
09-01	Ken	14,766	14,373	393	17.86
11-01	Steve L.	5,926.0	5,625.3	300.7	13.67
02-50	Dump Truck	30,491	30,445	46	2.09
02-58	Curtis M.	74,871.6	74,411	460.6	20.94
03-04	Ken S.	48,575	48,023	552	25.09

Financial Summary - key funds

Revenues	Budget	July	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	4,569,935	118,459	3,837,744*		732,191	83.98
401 Fund - Water Fund	1,252,087	105,451	818,747**		433,340	65.39
402 Fund - Refuse Fund	169,020	14,033	128,196**		40,824	75.85
403 Fund - Sewer Fund	920,333	84,084	687,565**		232,768	74.71

*Pursuant to Council direction during the Budget 11/12 preparation, a transfer from reserves to cover legal costs will be made when budget is amended in September 2012.

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

Expenditures

001 Fund - General fund	4,569,935	436,093	4,383,556	32,585	153,794	96.63
401 Fund - Water Fund	1,252,087	97,865	888,670	944	362,473	71.05
402 Fund - Refuse Fund	169,020	11,962	124,344	5	44,671	73.57
403 Fund - Sewer Fund	920,333	70,449	600,991	4	319,338	65.3

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,091	52	44	1,187
Water - irrigation	81	30	7	118
Sewer	728	42	31	801
Refuse	967			967
Occupant change	5			
Meter change	7			
Re-reads	6			
Disconnects	0			

Town's water consumption for July 20,398,000 gallons

Accounts Payable

	Number	Amount
Checks issued in July	114	463,931.48

