



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

To: Jeaneen P. Clauss, Town Manager
From: Emily Kroeger, Finance Manager
Date: October 5, 2012
Subject: September 2012 Monthly Report

Public Works

Description	Qty
Work Orders	17
Utility Locates Completed	17
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	12
Water Breaks	0

STAFF NEWS

All Public Works Staff – Attend Customer Service Training
FW&PCOA On Line Training CEU's for Water Licenses (John, Steve)

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.

X. END OF MONTH MILEAGE REPORT

VEHICLE NUMBER	PRIMARY DRIVER	CURRENT ODOMETER READING	PREVIOUS ODOMETER READING	TOTAL MILES PER MONTH	AVERAGE DAILY MILES (20 DAYS)
04-36	Keith G.	101,403	100,769	634	31.7
02-60	Jeff M.	76,912	76,401	511	25.55
08-01	John P.	24,828	24,563	265	13.25
09-01	Ken J.	15,976	15,485	491	24.55
11-01	Steve L.	6,943	6,628	315	15.75
02-50	Dump Truck	30,577	30,526	51	2.55
02-58	Curtis M.	75,637.6	75,338	299.6	14.98
03-04	Ken S.	49,872	49,211	661	33.05

Financial Summary - key funds

Revenues	Budget	September	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,728,625	96,048	4,066,008 *		1,662,617	70.98
401 Fund - Water Fund	1,194,815	111,096	1,038,522 **		156,293	86.92
402 Fund - Refuse Fund	165,645	13,834	156,015 **		9,630	94.19
403 Fund - Sewer Fund	909,364	79,039	852,437 **		56,927	93.74

* Note – Budgeted GF reserve amount will be transferred when books are closed out.

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

Expenditures

001 Fund - General fund	5,728,625	559,474	5,447,874		280,751	95.1
401 Fund - Water Fund	1,194,815	94,864	1,120,647		74,168	93.79
402 Fund - Refuse Fund	165,645	7,486	155,524		10,121	93.89
403 Fund - Sewer Fund	909,364	4,684	773,433		135,931	85.05

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,091	51	44	1,186
Water - irrigation	81	30	7	118
Sewer	725	41	31	797
Refuse	962			962
Occupant change	3			
Meter change	4			
Re-reads	1			
Disconnects	0			
Town's water consumption for August		15,227,000 gallons		

Accounts Payable

	Number	Amount
Checks issued in September	118	652,868.58