



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

To: Jeaneen P. Clauss, Town Manager  
From: Emily C. Kroeger, Finance Manager  
Date: November 12, 2012  
Subject: Monthly Report - October, 2012

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**PUBLIC WORKS**

| Description  | Qty |
|--|-----|
| Work Orders  | 20  |
| Utility Locates Completed  | 24  |
| Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.) | 13  |
| Water Breaks   | 0   |

**STAFF NEWS**

FW&PCOA On Line Training CEU's for Water Licenses (John, Steve)

**EVENTS**

1. Prep and Support Halloween Party for Children's Activities Committee
2. Prep for Lighthouse Loop Half Marathon and 5K

**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.

## 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 G.       | 102,432                  | 101,403                   | 1,029                 | 44.74                         |
| 02-60          | Jeff M.        | 77,415                   | 76,912                    | 503                   | 21.87                         |
| 08-01          | John P.        | 25,148                   | 24,828                    | 320                   | 13.91                         |
| 09-01          | Ken J.         | 16,475                   | 15,976                    | 499                   | 21.70                         |
| 11-01          | Steve L.       | 7,352                    | 6,943                     | 409                   | 17.78                         |
| 02-50          | Dump Truck     | 30,802                   | 30,577                    | 225                   | 9.80                          |
| 02-58          | Curtis M.      | 76,045.1                 | 75,637.6                  | 407.5                 | 17.71                         |
| 03-04          | Ken S.         | 50,514                   | 49,872                    | 642                   | 27.91                         |

\*\*\* INFORMATION NOT AVAILABLE UNTIL PRIOR YEAR IS CLOSED AND BUDGET LOADED\*\*\*

**Financial Summary - key funds**

| <b>Revenues</b>         | <b>Budget</b> | <b>October</b> | <b>Year to Date</b> | <b>Encumbered</b> |
|-------------------------|---------------|----------------|---------------------|-------------------|
| 001 Fund - General Fund | 4,984,748     |                |                     |                   |
| 401 Fund - Water Fund   | 1,280,405     |                | **                  |                   |
| 402 Fund - Refuse Fund  | 198,153       |                | **                  |                   |
| 403 Fund - Sewer Fund   | 972,142       |                | **                  |                   |

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

**Expenditures**

|                         |           |
|-------------------------|-----------|
| 001 Fund - General fund | 4,984,748 |
| 401 Fund - Water Fund   | 1,280,405 |
| 402 Fund - Refuse Fund  | 198,153   |
| 403 Fund - Sewer Fund   | 872,142   |

**Summary of Utility Billing Accounts**

| <b>Accounts</b>    | <b>Residential</b> | <b>Condo</b> | <b>Commercial</b> |
|--------------------|--------------------|--------------|-------------------|
| Water              | 1,091              | 51           | 44                |
| Water - irrigation | 80                 | 30           | 7                 |
| Sewer              | 727                | 40           | 32                |
| Refuse             | 965                |              |                   |
| Occupant change    | 6                  |              |                   |
| Meter change       | 16                 |              |                   |
| Re-reads           | 1                  |              |                   |
| Disconnects        | 1                  |              |                   |

Town's water consumption for October 14,721,000 gallons

**Accounts Payable**

|                          | Number | Amount     |
|--------------------------|--------|------------|
| Checks issued in October | 130    | 397,868.70 |