



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

To: Jeaneen P. Clauss, Town Manager  
From: Emily C. Kroeger, Finance manager  
Date: December 10, 2012  
Subject: Monthly Report for November, 2012

---

---

**GENERAL**

Description	Qty
Work Orders	12
Utility Locates Completed	12
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	31
Water Breaks	1

**STAFF NEWS**

Attend MOT Traffic Safety School (Ken Jones, Steve Linkfield)

**PARKS**

Routine Maintenance - pressure washing, painting, trim tees, brush removal, Brazilian Pepper tree removal, Fire Ant treatment, clean & sanitize water fountains, clean & sanitize restrooms, empty trash receptacles, empty dog waste stations, stock supplies, clean light fixtures, lubricate doors and lock mechanisms, remove spider webs, remove bee/wasp/hornet nests, and perform sign maintenance in the following parks:

1. Wilbur Bay Wetlands – 4324 S. Peninsula Drive
2. Old Carriage Park – 102 Old Carriage Road
3. Ponce Preserve – 4401 S. Peninsula Drive
4. Timucuan Oaks - 4550 S. Peninsula Drive
5. Pollard Park – 4680 S. Peninsula Drive (at the Fire Station)
6. Happy Tails Dog Park – 4700 S. Peninsula Drive
7. Meyer-Davis House & Post Office – 143 Beach Street
8. Elber's Sunset Park – Front Street
9. Davies Lighthouse Park – 4931 S. Peninsula Drive

**EVENTS**

1. Provide support barricades and cones for 5K Run
2. Provide support for Veterans Day Celebration

## 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. Landscape Islands at Marie and Buschman
2. Decorate for Christmas Town wide

## NOTES

Foreclosures: - 41 Tina Marie (prop up back porch roof)

## 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 G.	103,261	102,432	829	37.68
02-60	Jeff M.	77,889	77,415	474	21.55
08-01	John P.	25,336	25,148	188	8.55
09-01	Ken J.	17,010	16,475	535	24.32
11-01	Steve L.	7663.7	7,352	311.7	14.17
02-50	Dump Truck	30,996	30,802	194	8.82
02-58	Curtis M.	76,521.4	76,045.1	473.3	21.65
03-04	Ken S.	51,190	50,514	676	30.73

Town of Ponce Inlet  
 Monthly Report  
 November 2012

**Financial Summary - key funds**

Revenues	Budget	November	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	4,984,748	814,152	961,081		4,023,667	19.28
401 Fund - Water Fund	1,280,405	93,629	91,188 **		1,189,217	7.12
402 Fund - Refuse Fund	198,153	14,101	13,984 **		184,169	7.06
403 Fund - Sewer Fund	972,142	70,194	89,558 **		882,584	9.21

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

**Expenditures**

001 Fund - General fund	4,984,748	389,353	794,985	167	4,189,596	15.95
401 Fund - Water Fund	1,280,405	102,242	132,118		1,148,287	10.32
402 Fund - Refuse Fund	198,153	11,715	64,964		133,189	32.78
403 Fund - Sewer Fund	972,142	59,580	144,478		827,664	14.86

**Summary of Utility Billing Accounts**

Accounts	Residential	Condo	Commercial	Total
Water	1,092	50	44	1,186
Water - irrigation	80	30	7	117
Sewer	730	41	33	804
Refuse	965			965
Occupant change	11			
Meter change	11			
Re-reads	3			
Disconnects	1			

Town's water consumption for November 13,762,000 gallons

**Accounts Payable**

	Number	Amount
Checks issued in November	152	421,566.50