



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

To: Jeaneen P. Clauss, Town Manager  
From: Emily C. Kroeger, Finance Manager  
Date: January 3, 2013  
Subject: Monthly Report for December, 2012

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**GENERAL**

Description	Qty Month/Annual
Work Orders	9/214
Utility Locates Completed	9/192
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	24/326
Water Breaks	1/8

**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 Christmas Parade
2. Set-up and break-down of Christmas Party

## 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. Decorate for Christmas Town wide
2. Repair Sign at Buschman
3. Sod at Town Hall
4. Repair Sign on Beach St and install
5. Install New Bench at S Atlantic Park entrance
6. VCHD Sanitary Survey with Pat Carrico (annual review)

## 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 G.	103,930	103,261	669	31.86
02-60	Jeff M.	78,480	77,889	591	28.14
08-01	John P.	25,638	25,336	302	14.38
09-01	Ken J.	17,518	17,010	508	24.19
11-01	Steve L.	7,992.3	7,663.7	328.6	15.65
02-50	Dump Truck	31,024	30,996	28	1.33
02-58	Curtis M.	76,946.8	76,521.4	425.4	20.26
03-04	Ken S.	51,884	51,190	694	33.05

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**Financial Summary - key funds**

<b>Revenues</b>	<b>Budget</b>	<b>December</b>	<b>Year to Date</b>	<b>Encumbered</b>	<b>Budget Balance</b>	<b>% YTD Budget</b>
001 Fund - General Fund	4,984,748	2,175,436	3,136,517		1,848,231	62.92
401 Fund - Water Fund	1,280,405	106,348	197,536 **		1,082,869	15.43
402 Fund - Refuse Fund	198,153	13,879	27,862 **		170,291	14.06
403 Fund - Sewer Fund	972,142	70,990	160,549 **		811,593	16.51

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

**Expenditures**

001 Fund - General fund	4,984,748	417,376	1,212,360	11,400	3,760,988	24.55
401 Fund - Water Fund	1,280,405	91,702	223,820	162	1,056,423	17.49
402 Fund - Refuse Fund	198,153	11,839	76,803		121,350	38.76
403 Fund - Sewer Fund	972,142	67,550	212,028		760,114	21.81

**Summary of Utility Billing Accounts**

<b>Accounts</b>	<b>Residential</b>	<b>Condo</b>	<b>Commercial</b>	<b>Total</b>
Water	1,096	51	45	1,192
Water - irrigation	81	30	7	118
Sewer	729	41	33	803
Refuse	973			973
Occupant change	7			
Meter change	5			
Re-reads	2			
Disconnects	0			

Town's water consumption for December 12,000,000 gallons

**Accounts Payable**

	<b>Number</b>	<b>Amount</b>
Checks issued in December	101	489,653.56