



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

To: Jeanne P. Clauss, Town Manager
From: Emily C. Kroeger, Finance Manager
Date: February 11, 2013
Subject: Monthly Report for January, 2013

GENERAL

Description	Qty Month
Work Orders	11
Utility Locates Completed	11
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	28
New Water Meters Installed	27
Water Breaks	0

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

VII. 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. Remove Christmas Decorations Town Wide
2. Place Decorations in Storage

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.	105,002	103,930	1,072	46.61
02-60	Jeff M.	78,987	78,480	507	22.04
08-01	John P.	25,994	25,638	356	15.48
09-01	Ken J.	17,955	17,518	437	19
11-01	Steve L.	8,376.0	7,992.3	383.7	16.68
02-50	Dump Truck	31,145	31,024	121	5.26
02-58	Curtis M.	77,518.9	76,946.8	572.1	24.87
03-04	Ken S.	52,556	51,884	672	29.22

Town of Ponce Inlet
 Monthly Report
 January 2013

Financial Summary - key funds

Revenues	Budget	January	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	4,984,748	221,452	3,360,151		1,624,597	67.41
401 Fund - Water Fund	1,280,405	83,330	280,886 **		999,519	21.94
402 Fund - Refuse Fund	198,153	14,069	41,932 **		156,221	21.16
403 Fund - Sewer Fund	972,142	57,038	217,587 **		754,555	22.38

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

Expenditures

001 Fund - General fund	4,984,748	469,072	1,689,614	1,243	3,293,891	33.92
401 Fund - Water Fund	1,280,405	122,541	348,332		932,073	27.2
402 Fund - Refuse Fund	198,153	12,065	88,579		109,574	44.7
403 Fund - Sewer Fund	972,142	72,237	283,977		688,165	29.21

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,094	51	45	1,190
Water - irrigation	81	30	7	118
Sewer	727	41	32	800
Refuse	978			978
Occupant change	8			
Meter change	32			
Re-reads	6			
Connects	2			
Disconnects	2			

Town's water consumption for January 14,320,000 gallons

Accounts Payable

	Number	Amount
Checks issued in January	141	329,320.97