



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

To: Jeaneen P. Clauss, Town Manager
From: Emily C. Kroeger, Finance Manager
Date: March 12, 2013
Subject: Monthly Report for February, 2013

GENERAL

Description	Qty Month
Work Orders	21
Utility Locates Completed	13
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	18
New Water Meters Installed	7
Water Breaks	0

STAFF NEWS

John Peirce completed storm water level B class

All Public Works Department Technicians attended in-house training on Chainsaw Safety, Mowing Safety and Roadside Vegetation Control.

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

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. Prepare Pedestrian new crossing areas for concrete
2. Set up Barricades for North Turn Event
3. Install Dog Fountain/Foot wash at Davies Park

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.	105,885	105,002	883	44.15
02-60	Jeff M.	79,387	78,987	400	20
08-01	John P.	26,614	25,994	620	31
09-01	Ken J.	18,395	17,955	440	22
11-01	Steve L.	8,699.0	8,376.0	323.0	16.15
02-50	Dump Truck	31,248	31,145	103	5.15
02-58	Curtis M.	77,809.7	77,518.9	290.8	14.54
03-04	Ken S.	53,270	52,556	714	35.7

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Financial Summary - key funds

Revenues	Budget	February	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	4,984,748	188,807	3,549,967		1,434,781	71.23
401 Fund - Water Fund	1,280,405	138,621	419,508 **		860,897	32.76
402 Fund - Refuse Fund	198,153	21,015	62,947 **		135,206	31.77
403 Fund - Sewer Fund	972,142	107,449	325,036 **		647,106	33.44

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

Expenditures

001 Fund - General fund	4,984,748	266,704	1,956,317	8,486	3,019,945	39.42
401 Fund - Water Fund	1,280,405	104,125	452,457	107	827,841	35.15
402 Fund - Refuse Fund	198,153	11,766	100,345		97,808	50.64
403 Fund - Sewer Fund	972,142	57,038	279,679		692,463	28.77

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,092	52	45	1,189
Water - irrigation	81	30	7	118
Sewer	729	42	32	803
Refuse	977			977
Occupant change	8			
Meter change	8			
Re-reads	0			
Connects	0			
Disconnects	1			

Town's water consumption for February 14,337,000 gallons

Accounts Payable

	Number	Amount
Checks issued in February	112	312,114.11