



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

To: Jeaneen P. Clauss, Town Manager
From: Emily C. Kroeger, Finance Manager
Date: April 11, 2013
Subject: Monthly Report for March, 2013

GENERAL

Description	Qty Month
Work Orders	11
Utility Locates Completed	15
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.) New Water Meters Installed	29 21
Water Breaks	0

STAFF NEWS

Curtis Mitchell completed FW&PCOA Water Distribution Level 3 Course in FT Pierce, FL

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.

VIII. MISCELLANEOUS MAINTENANCE AND DUTIES

1. Install Park Bench at Jana Drive

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.	106,498	105,885	613	29.19
02-60	Jeff M.	79,875	79,387	488	23.23
08-01	John P.	26,966	26,614	352	16.76
09-01	Ken J.	18,760	18,395	365	17.38
11-01	Steve L.	9,454.9	8,699.0	755.9	36.0
02-50	Dump Truck	31,363.9	31,248	115.9	5.52
02-58	Curtis M.	78,215.3	77,809.7	405.6	19.31
03-04	Ken S.	54,053	53,270	783	37.29

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Financial Summary - key funds

Revenues	Budget	March	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	4,984,748	180,822	3,729,789		1,254,959	74.82
401 Fund - Water Fund	1,280,405	49,975	469,483 **		810,922	36.67
402 Fund - Refuse Fund	198,153	7,193	70,140 **		128,013	35.40
403 Fund - Sewer Fund	972,142	37,712	362,748 **		609,394	37.31

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

Expenditures

001 Fund - General fund	4,984,748	306,971	2,263,288	17,493	2,703,967	45.76
401 Fund - Water Fund	1,280,405	217,694	670,151	550	609,704	52.38
402 Fund - Refuse Fund	198,153	11,788	112,133		86,020	56.59
403 Fund - Sewer Fund	972,142	65,528	345,207		626,935	35.51

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,092	51	45	1,188
Water - irrigation	81	30	7	118
Sewer	731	41	33	805
Refuse	981			981
Occupant change	8			
Meter change	8			
Re-reads	0			
Connects	0			
Disconnects	1			

Town's water consumption for March 17,752,000 gallons

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Accounts Payable

	Number	Amount
Checks issued in March	141	456,759.92

Investments

Bank	Amount	Rate	Term	Maturity
Discover Bank	250,000	0.61	12 months	07/24/2013
Central Bank Of Kansas City	250,000	0.25	12 months	08/09/2013
Citizen Trust Bank	250,000	0.25	12 months	08/10/2013
State Farm Bank	250,000	0.52	15 months	11/14/2013
Bank of America	250,000	0.30	18 months	06/02/2014
Hertiage Bank	250,014	1.50	36 months	07/29/2014
Golden Sachs	249,000	0.70	24 months	06/06/2015