



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

To: Jeaneen P. Clauss, Town Manager  
From: Emily C. Kroeger, Finance Manager  
Date: May 7, 2013  
Subject: Monthly Report for April, 2013

**GENERAL**

Description	Qty Month
Work Orders	16
Utility Locates Completed	8
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	44
New Water Meters Installed	64
Water Breaks	1
ROW Mechanical Sweeping	8 YDS

**STAFF NEWS**

Keith Gunter attended APWA Annual Meeting & Trade Show

**PARK**

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. Research and Coordinate Vendor Quotes
14. Inventoried and Ordered Janitorial supplies
15. Read Water Meters (x2 month)
16. Review Water Reads (x2 month)
17. Input Payroll (x2 month)
18. Prepare Public Works Monthly Status Report
19. Prepare Monthly AFC Fuel Consumption Reports
20. Coordinated removal of deceased animals
21. Coordinated removal of homeowner-generated yard debris (large piles) w/Waste Management
22. Stormwater retention pond maintenance (mowing, treatments, service fountains)
23. Eradicated Brazilian Pepper trees
24. Right-of-way maintenance (mowing, trim vegetation, etc.)
25. Boat ramp dock inspections and maintenance
26. Leveled and distributed street sweeping pile
27. Check VMB (Variable Message Board) batteries
28. Emptied Dogi-Pot stations and re-stocked
29. Roadway maintenance – fill-in shoulders, cold-patch holes, etc.

## MISCELLANEOUS MAINTENANCE AND DUTIES

1. Repair Broken Window at 143 Beach Street
2. Repair Pond Fountain at Inlet Point

## XI. 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.	107,545	106,498	1,047	47.59
02-60	Jeff M.	80,419	79,875	544	24.73
08-01	John P.	27,269	26,966	303	13.77
09-01	Ken J.	19,202	18,760	442	20.09
11-01	Steve L.	9,815.0	9,454.9	360.1	16.37
02-50	Dump Truck	31,466.1	31,363.9	102.2	4.65
02-58	Curtis M.	78,695.5	78,215.3	480.2	21.83
03-04	Ken S.	54,786	54,053	733	33.32

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**Financial Summary - key funds**

<b>Revenues</b>	<b>Budget</b>	<b>April</b>	<b>Year to Date</b>	<b>Encumbered</b>	<b>Budget Balance</b>	<b>% YTD Budget</b>
001 Fund - General Fund	4,984,748	226,525	3,956,324		1,028,424	79.37
401 Fund - Water Fund	1,280,405	225,544	695,027 **		585,378	54.28
402 Fund - Refuse Fund	198,153	14,058	84,199 **		113,954	42.49
403 Fund - Sewer Fund	972,142	96,451	459,199 **		512,943	47.24

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

**Expenditures**

001 Fund - General fund	4,984,748	337,883	2,601,171	16,988	2,366,589	52.52
401 Fund - Water Fund	1,280,405	108,969	779,120	1,040	500,245	60.93
402 Fund - Refuse Fund	198,153	11,833	123,967		74,186	62.56
403 Fund - Sewer Fund	972,142	79,633	424,840		547,302	43.70

**Summary of Utility Billing Accounts**

<b>Accounts</b>	<b>Residential</b>	<b>Condo</b>	<b>Commercial</b>	<b>Total</b>
Water	1,091	51	45	1,187
Water - irrigation	81	30	7	118
Sewer	732	41	33	806
Refuse	978			978
Occupant change	14			
Meter change	5			
Re-reads	14			
Connects	0			
Disconnects	2			

Town's water consumption for April 15.717,,000 gallons

**Accounts Payable**

	Number	Amount
Checks issued in April	129	458,497.40

**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