MEMORANDUM

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

To: Jeaneen P. Clauss, Town Manager

From: Emily C. Kroeger, Finance Manager

Date: June 11, 2013

Subject: Monthly Report for May, 2013

GENERAL

Description	Qty Month
Work Orders	19
Utility Locates Completed	26
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.) New Water Meters Installed	29 21
Water Breaks	1
ROW Mechanical Sweeping (Debris Collection)	6 YDS
ROW Permits	3

STAFF NEWS

Curtis Mitchell Attended Water Distribution Level 3 Course at FT Pierce

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

VIII. 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 Backflow Prevention Device at Police Dept
2. Repair Pond Fountain at Inlet Point
3. Repair Fountain Light at Inlet Point
4. Repair PW South Gate
5. Replaced Water Damaged Ceiling Tile at FD

XI. 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.	108,663	107,545	1,118	48.61
02-60	Jeff M.	81,010	80,419	591	25.70
08-01	John P.	27,532	27,269	263	11.34
09-01	Ken J.	19,705	19,202	503	21.87
11-01	Steve L.	10,197.8	9,815.0	382.8	16.64
02-50	Dump Truck	31,561.0	31,466.1	94.9	4.13
02-58	Curtis M.	79,347.9	78,695.5	652.4	28.37
03-04	Ken S.	55,378	54,786	592	25.74

Town of Ponce Inlet
Monthly Report
May 2013

Financial Summary - key funds

Revenues	Budget	May	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	4,984,748	97,795	4,054,119		930,629	81.33
401 Fund - Water Fund	1,280,405	99,088	682,603 **		597,802	53.31
402 Fund - Refuse Fund	198,153	14,099	98,298 **		99,855	49.61
403 Fund - Sewer Fund	972,142	74,569	533,768 **		438,374	54.91

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

Expenditures

001 Fund - General fund	4,984,748	349,769	2,950,940	7,208	2,026,600	59.34
401 Fund - Water Fund	1,280,405	118,996	898,116	359	381,930	70.17
402 Fund - Refuse Fund	198,153	11,788	135,755		62,398	68.51
403 Fund - Sewer Fund	972,142	96,451	521,291		450,851	53.62

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,094	51	45	1,190
Water - irrigation	81	30	7	118
Sewer	729	41	33	803
Refuse	967			967
Occupant change	16			
Meter change	0			
Re-reads	3			
Connects	0			
Disconnects	0			

Town's water consumption for May 14,783,000 gallons

Accounts Payable

	Number	Amount
Checks issued in May	165	437,512.68

Investments

Bank	Amount	Rate	Term	Maurity
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