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

To: Jeaneen P. Clauss, Town Manager

From: Emily C. Kroeger, Finance Manager

Date: July 3, 2013

Subject: Monthly Report for June 2013

GENERAL

Description	Qty Month
Work Orders	13
Utility Locates Completed	9
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.) New Water Meters Installed	25 1
Water Breaks	0
ROW Mechanical Sweeping (Debris Collection)	9YDS
ROW Permits	3

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. 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 Town Hall
2. Repair Plaster at Town Hall
3. Cleared Overgrown Brush at Community Center
4. Reseal Boardwalk on S. Atlantic

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.	109,670	108,663	1,007	50.35
02-60	Jeff M.	81,474	81,010	464	23.2
08-01	John P.	27,920	27,532	388	19.4
09-01	Ken J.	20,155	19,705	450	22.5
11-01	Steve L.	10,473.8	10,197.8	276	13.8
02-50	Dump Truck	31,656.1	31,561.0	95.1	4.8
02-58	Curtis M.	79,750.1	79,347.9	402.2	20.11
03-04	Ken S.	56,018	55,378	640	32.0

Town of Ponce Inlet
Monthly Report
June 2013

Financial Summary - key funds

Revenues	Budget	June	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	4,984,748	183,360	4,236,891		747,857	85.00
401 Fund - Water Fund	1,280,405	111,041	783,716 **		496,689	61.99
402 Fund - Refuse Fund	198,153	13,927	112,225 **		85,928	56.64
403 Fund - Sewer Fund	972,142	83,385	617,183 **		354,959	63.49

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

Expenditures

001 Fund - General fund	4,984,748	336,968	3,287,908	1,610	1,695,230	65.99
401 Fund - Water Fund	1,280,405	82,681	980,797		299,608	76.60
402 Fund - Refuse Fund	198,153	11,822	147,577		50,576	74.48
403 Fund - Sewer Fund	972,142	75,569	596,860		375,282	61.40

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,096	51	45	1,192
Water - irrigation	81	30	7	118
Sewer	727	41	33	801
Refuse	960			960
Occupant change	13			
Meter change	1			
Re-reads	8			
Connects	0			
Disconnects	0			

Town's water consumption for June 14,733,000 gallons

Accounts Payable

	Number	Amount
Checks issued in ~~May~~ June	118	547,112.05

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	02/06/2015