



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

To: Jeaneen P. Clauss, Town Manager
 From: Emily C. Kroeger, Finance Manager
 Date: August 9, 2013
 Subject: Monthly Report for July, 2013

GENERAL

Description	Qty Month
Work Orders	20
Utility Locates Completed	8
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	26
New Water Meters Installed	5
Water Breaks	0
ROW Mechanical Sweeping (Debris Collection)	10YDS
ROW Permits	1

STAFF NEWS

John Pierce completed his Backflow Tester Recertification

PROJECTS

1. Backflow Prevention project update sent to county – *Continuous*
2. Hydrant Flushing – *Continuous*
3. ROW Mechanical Sweeping – *Continuous Monthly (10 Yards)*
4. Variable Message Sign (VMB) requests: **1**
5. Water Meter Replacement – In Progress
6. Backflow Prevention Device Testing all Town Facilities – Annual
7. Lighthouse Point Park Water Main Project – Pending
8. Community Center - Clearing Brush Overgrowth - Complete
9. Pepper Tree Removal at Timucuan – In Progress
10. Dead Bay Trees Removal Town Wide – In Progress
11. New Sod at Community Center – In Progress
12. Coordinate Town Hall Break Room Lock Repairs with ABC Lock – In Progress

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, Museum
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. Review and Input Payroll (x2 month)
18. Prepare Public Works Monthly Status Report
19. Prepare Monthly AFC Fuel Consumption Reports
20. Maintain AFC Fuel System Vehicle Database Updates/Modifications
21. Coordinated removal of deceased animals
22. Coordinated removal of homeowner-generated yard debris (large piles) w/Waste Management
23. Stormwater retention pond maintenance (mowing, treatments, service fountains)
24. Eradicated Brazilian Pepper trees
25. Right-of-way maintenance (mowing, trim vegetation, etc.)
26. Boat ramp dock inspections and maintenance
27. Leveled and distributed street sweeping pile
28. Check VMB (Variable Message Board) batteries
29. Emptied Dogi-Pot stations and re-stocked
30. Roadway maintenance – fill-in shoulders, cold-patch holes, etc.

MISCELLANEOUS MAINTENANCE AND DUTIES

1. Clear Pepper Tree and Overgrowth at 106 Marie Drive
2. Cleared Overgrown Brush at Community Center
3. Install and Paint Sign at Inlet Harbor/S Atlantic Ave
4. Work on and Coordinate Lock Repairs at Town Hall Break Room with ABC Lock
5. Reset Sink at Lighthouse Park Handicap Restroom (vandalism)

NOTES

Vandalism

Light House Park - Handicap Rest Room Sink Pulled from Wall
Footprints Rest Room Walls at Light House Park

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.	110,688	109,670	1,018	44.26
02-60	Jeff M.	82,099	81,474	625	27.17
08-01	John P.	28,287	27,920	367	16
09-01	Ken J.	20,625	20,155	470	23
11-01	Steve L.	10,789	10,473.8	315.2	13.7
02-50	Dump Truck	31,729.2	31,656.1	73.1	3.18
02-58	Curtis M.	80,413.4	79,750.1	663.3	28.84
03-04	Ken S.	56,628	56,018	610	26.52

VEHICLE MAINTENANCE NOTES

Vehicle # 03-04 Replace Water Pump and Serp Belt

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Financial Summary - key funds

Revenues	Budget	July	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	4,984,748	85,608	4,323,849		660,899	86.74
401 Fund - Water Fund	1,280,405	97,104	890,820 **		389,585	69.57
402 Fund - Refuse Fund	198,153	13,912	126,137 **		72,016	63.66
403 Fund - Sewer Fund	972,142	66,856	684,039 **		288,103	70.36

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

Expenditures

001 Fund - General fund	4,984,748	344,908	3,632,816	30,714	1,321,218	73.49
401 Fund - Water Fund	1,280,405	83,634	1,064,431	4,707	211,267	83.50
402 Fund - Refuse Fund	198,153	11,788	159,365		38,788	80.43
403 Fund - Sewer Fund	972,142	83,385	680,245		291,897	69.97

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,095	51	45	1,191
Water - irrigation	81	30	7	118
Sewer	727	41	33	801
Refuse	955			955
Occupant change	4			
Meter change	1			
Re-reads	16			
Connects	0			
Disconnects	0			

Town's water consumption for July 16,931,000 gallons

Accounts Payable

	Number	Amount
Checks issued in May	127	567,198.65

Investments

Bank	Amount	Rate	Term	Maturity
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
TD Bank	250,000	0.36	24 months	07/25/2015