



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

To: Jeaneen P. Clauss, Town Manager
 From: Emily C. Kroeger, Finance Manager
 Date: September 6, 2013
 Subject: Monthly Report for August, 2013

GENERAL

Description	Qty Month
Work Orders	17
Utility Locates Completed	11
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	32
New Water Meters Installed	5
Water Breaks	0
ROW Mechanical Sweeping (Debris Collection)	6 YDS
ROW Permits	2

PROJECTS

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

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, 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

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.	111,385	110,688	697	31.68
02-60	Jeff M.	82,550	82,099	451	20.5
08-01	John P.	28,642	28,287	355	16.14
09-01	Ken J.	21,136	20,625	511	23.23
11-01	Steve L.	11,146	10,789	357	16.23
02-50	Dump Truck	32,001.3	31,729.2	272.1	12.37
02-58	Curtis M.	80,953.5	80,413.4	540.1	24.55
03-04	Ken S.	57,515	56,628	887	40.32

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Financial Summary - key funds

Revenues	Budget	August	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	4,984,748	112,732	4,436,581		548,167	89.00
401 Fund - Water Fund	1,280,405	103,295	894,115 **		386,290	77.64
402 Fund - Refuse Fund	198,153	13,830	139,967 **		58,186	70.64
403 Fund - Sewer Fund	972,142	77,367	761,406 **		210,736	78.32

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

Expenditures

001 Fund - General fund	4,984,748	462,028	4,094,844	7,722	882,182	82.30
401 Fund - Water Fund	1,280,405	121,534	1,185,966	64	94,375	92.63
402 Fund - Refuse Fund	198,153	11,709	171,074		27,079	86.33
403 Fund - Sewer Fund	972,142	66,821	747,067		225,075	76.85

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,098	51	45	1,194
Water - irrigation	81	30	7	118
Sewer	730	41	33	804
Refuse	959			959
Occupant change	17			
Meter change	2			
Re-reads	9			
Connects	1			
Disconnects	0			

Town's water consumption for August 15,141,000 gallons

Accounts Payable

	Number	Amount
Checks issued in August	163	624,520.71

Investments

Bank	Amount	Rate	Term	Maturity
State Farm Bank	250,000	0.52	15 months	11/14/2013
Bank of America	250,000	0.30	18 months	6/2/2014
Heritage Bank	250,014	1.50	36 months	7/29/2014
Golden Sachs	249,000	0.70	24 months	2/6/2015
GE Capital Bank	250,000	0.60	18 months	2/17/2015
TD Bank	250,000	0.36	24 months	7/25/2015
Central Bank of Kansas City	250,000	0.55	24 months	8/10/2015