MEMORANDUM

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

To: Jeaneen P. Clauss, Town Manager

From: Emily C. Kroeger, Finance Manager

Date: October 7, 2013

Subject: Monthly Report for September, 2013

GENERAL

Description	Qty Month
Work Orders	20
Utility Locates Completed	12
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.) New Water Meters Installed	41 9
Water Breaks	1
ROW Mechanical Sweeping (Debris Collection)	4 YDS
ROW Permits	1

PROJECTS

1. Backflow Prevention project update sent to county – *Continuous*
2. Hydrant Flushing – *Continuous*
3. ROW Mechanical Sweeping – *Continuous Monthly* ***(4 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 – Complete
8. Pepper Tree Removal at Timucuan – In Progress
9. Dead Bay Tree and Stump Removal Town Wide – In Progress
10. Water New Sod at Timucuan 2X day – 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
10. Historic Museum – 143 Beach Street

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. Repair Code Box at PW Gate

END OF MONTH MILEAGE REPORT

VEHICLE NUMBER	PRIMARY DRIVER	CURRENT ODOMETER READING	PREVIOUS ODOMETER READING	TOTAL MILES PER MONTH	AVERAGE DAILY MILES (21 DAYS)
04-36	Keith G.	112,329	111,385	944	44.95
02-60	Jeff M.	82,971	82,550	421	20.5
08-01	John P.	28,970	28,642	328	15.62
09-01	Ken J.	21,885	21,136	749	35.67
11-01	Steve L.	11,455	11,146	309	14.71
02-50	Dump Truck	32,118	32,001.3	116.7	5.56
02-58	Curtis M.	81,923.7	80,953.5	970.2	46.2
03-04	Ken S.	58,145	57,515	630	30.0

Town of Ponce Inlet
Monthly Report
September 2013

Financial Summary - key funds

Revenues	Budget	September	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	4,737,150	8,691	4,555,282		181,868	96.16
401 Fund - Water Fund	1,416,809	112,794	1,106,910 **		309,899	78.13
402 Fund - Refuse Fund	198,913	13,726	153,693 **		45,220	77.27
403 Fund - Sewer Fund	984,680	79,491	840,897 **		143,783	85.40

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

Expenditures

001 Fund - General fund	4,737,150	311,757	4,406,601	330,549	93.02
401 Fund - Water Fund	1,416,809	117,978	1,303,944	112,865	92.03
402 Fund - Refuse Fund	198,913	11,630	182,704	16,209	91.85
403 Fund - Sewer Fund	984,680	80,635	827,701	156,979	84.06

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,099	51	45	1,195
Water - irrigation	81	30	7	118
Sewer	730	41	33	804
Refuse	956			956

Occupant change	8
Meter change	0
Re-reads	24
Connects	0
Disconnects	1

Town's water consumption for September 14,647,000 gallons

Accounts Payable

	Number	Amount
Checks issued in September	124	466,590.17

Investments

Bank	Amount	Rate	Term	Maurity
State Farm Bank	250,000	0.52	15 months	11/14/2013
Bank of America	250,000	0.30	18 months	6/2/2014
Hertiage 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
Centeral Bank of Kansas City	250,000	0.55	24 months	8/10/2015