



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

To: Jeaneen P. Clauss, Town Manager
 From: Emily C. Kroeger, Finance Manager
 Date: February 13, 2014
 Subject: Monthly Report for January, 2014

GENERAL

Description	Qty Month
Work Orders	22
Utility Locates Completed	14
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	35
New Water Meters Installed	2
Water Breaks	0
ROW Mechanical Sweeping (Debris Collection) (no sweeping due to rain)	0 YDS
ROW Permits	5
FP&L Street Light Outage Reports	0

PROJECTS

1. Backflow Prevention project update sent to county – *Continuous*
2. Hydrant Flushing – *Continuous*
3. ROW Mechanical Sweeping – *Continuous Monthly (0 Yards)*
4. Variable Message Sign (VMB) requests: **0**
5. Water Meter Replacement – *In Progress*
6. Backflow Prevention Device Testing all Town Facilities – *Annual*
7. Brazilian Pepper Tree Removal at Timucuan – *In Progress*
8. Dead Bay Tree and Stump Removal Town Wide – *In Progress*
9. Water New Sod at Timucuan 2X day – *Complete*
10. Dock Repairs at Ponce Preserve - *Complete*
11. Mulch all Town Parks and Grounds - *Complete*
12. Remove Christmas Decorations Town wide – *Complete*
13. Fire Extinguisher Inspection – Town wide– *Complete*
14. Fire Alarm Inspection and Testing – *Complete*

15. Tree Canopy Trimming – *Pending*
16. Vac Truck Storm Drains - *Pending*

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

EVENTS

1. Set-up and break-down of Volusia League of Cities Dinner
2. Set-up and break-down of Community Days

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.

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.	115,798	114,953	845	36.74
02-60	Jeff M.	84,988	84,503	485	21.09
08-01	John P.	30,471	30,054	417	19.13
09-01	Ken J.	23,406	22,915	492	21.40
11-01	Curtis M.	13,481.1	12,300.7	1180.4	51.32
02-50	Dump Truck	32,458	32,298.9	159.1	6.92
02-58	Kurt S.	84,399	84,030	369	16.04
03-04	Ken S.	60,547	59,975	520	24.87

XII. VEHICLE MAINTENANCE NOTES

- 1. 02-60 – 4 New Tires and Brakes – *Complete*
- 2. 02-50 – Replace Alternator – *Complete*
- 3. 02-50 – Replace 3 New Tires - *Pending*

Town of Ponce Inlet
 Monthly Report
 January 2014

Financial Summary - key funds

Revenues	Budget	January	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,472,893	315,870	3,931,299		1,541,594	71.83
401 Fund - Water Fund	1,475,157	90,696	297,593 **		1,177,564	20.17
402 Fund - Refuse Fund	169,855	14,272	41,825 **		128,030	24.62
403 Fund - Sewer Fund	920,789	60,960	216,936 **		703,853	23.56

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

Expenditures

001 Fund - General fund	5,472,893	395,312	1,595,373	4,131	3,873,389	29.23
401 Fund - Water Fund	1,475,157	84,650	301,417	1,354	1,172,386	20.52
402 Fund - Refuse Fund	169,855	12,048	60,528		109,327	35.64
403 Fund - Sewer Fund	920,789	76,088	155,929		764,860	16.93

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,101	51	44	1,196
Water - irrigation	82	30	7	119
Sewer	694	41	32	767
Refuse	976	1		977
Occupant change	4			
Meter change	1			
Re-reads	10			
Connects	0			
Disconnects	2			
Reconnect	0			

Town's water consumption for January 12,470,000 gallons

Accounts Payable

	Number	Amount
Checks issued in January	147	270,431.20

Investments

Bank	Amount	Rate	Term	Maturity
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
State Farm Bank	250,000	0.70	15 months	2/14/2015
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