



MEMORANDUM
TOWN OF PONCE INLET - FINANCE, UTILITIES, AND MAINTENANCE DEPARTMENT

*THE TOWN OF PONCE INLET STAFF SHALL BE PROFESSIONAL, CARING, AND
FAIR IN DELIVERING COMMUNITY EXCELLENCE WHILE ENSURING PONCE
INLET CITIZENS OBTAIN THE GREATEST VALUE FOR THEIR TAX DOLLAR.*

To: Jeaneen C. Witt, Town Manager
From: Emily C. Kroeger, Finance Manager
Date: March 20, 2014
Subject: Monthly Report for February, 2014

GENERAL

Description	Qty Month
Work Orders	19
Utility Locates Completed	11
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.) New Water Meters Installed	45 1
Water Breaks	0
ROW Mechanical Sweeping (Debris Collection)	5 YDS
ROW Permits	3
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 (5 Yards)*
4. Variable Message Sign (VMB) requests: 1
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. Tree Canopy Trimming – *In Progress*
10. Vac Truck Storm Drains – *In Progress*
11. Thermoplastic Stop Bars and yellow striping at multiple locations – *In Progress*
12. Ponce Preserve pathway - spreading crushed stone – *In Progress*
13. 143 Beach Street Sign – *In Progre*

PARKS

Routine Maintenance - pressure washing, painting, trim trees, 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. Support Community Day at PICC

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 (2x/ month)
16. Review Water Reads (2x/ month)
17. Review and Input Payroll (2x/ 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. Data Collection Prep for Storm water Audit (NPDES)
2. Replace Ceiling Fan at Fire Dept

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.	116,788	115,798	990	49.50
02-60	Jeff M.	85,350	84,988	362	18.10
08-01	John P.	30,804	30,471	333	16.65
09-01	Ken J.	23,772	23,406	366	18.30
11-01	Curtis M.	14,255.4	13,481.1	774.30	38.72
02-50	Dump Truck	32,574	32,458	116	5.80
02-58	Kurt S.	84,823	84,399	424	21.20
03-04	Ken S.	61,170	60,547	623	31.15

VEHICLE MAINTENANCE NOTES

1. 02-50 – Replace 3 New Tires
2. 09-01 – Fluid Leak – No trouble Found

Town of Ponce Inlet
 Monthly Report
 February

Financial Summary - key funds

Revenues	Budget	February	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,466,893	182,289	4,107,597		1,359,296	75.14
401 Fund - Water Fund	1,475,157	107,374	404,968 **		1,070,189	27.45
402 Fund - Refuse Fund	169,855	14,353	56,178 **		113,677	33.07
403 Fund - Sewer Fund	920,789	81,427	298,363 **		622,426	32.40

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

Expenditures

001 Fund - General fund	5,466,893	340,472	1,935,845	-284	3,531,332	35.41
401 Fund - Water Fund	1,475,157	88,250	389,668	835	1,084,654	26.47
402 Fund - Refuse Fund	169,855	12,095	72,623		97,232	42.76
403 Fund - Sewer Fund	920,789	60,960	216,889		703,900	23.55

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,105	51	44	1,200
Water - irrigation	82	30	7	119
Sewer	694	41	32	767
Refuse	981	1		982
Occupant change	12			
Meter change	3			
Re-reads	4			
Connects	0			
Disconnects	1			
Reconnect	0			

Town's water consumption for February 11,691,000 gallons

Accounts Payable

	Number	Amount
Checks issued in February	131	286,373.91

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