



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

To: Jeaneen Witt, Town Manager
From: Emily C. Kroeger, Finance Manager
Date: April 9, 2014
Subject: Monthly Report for March, 2014

GENERAL

Description	Qty Month
Work Orders	20
Utility Locates Completed	24
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	33
New Water Meters Installed	4
Water Breaks	1
ROW Mechanical Sweeping (Debris Collection)	.5 YDS
ROW Permits	3
FP&L Street Light Outage Reports	0

STAFF NEWS

1. Keith Gunter - Attended 2-Day MOT Training
2. Curtis Mitchell – Attended 5-Day Stormwater C Training

PROJECTS

1. Backflow Prevention project update sent to county – *Continuous*
2. Hydrant Flushing – *Continuous*
3. ROW Mechanical Sweeping – *Continuous Monthly (Variable Yardage)*
4. Water Meter Replacement – *In Progress*
5. Backflow Prevention Device Testing all Town Facilities – *Annual*
6. Brazilian Pepper Tree Removal at Timucuan – *Completed*
7. Dead Bay Tree and Stump Removal Town Wide – *In Progress*
8. Tree Canopy Trimming – *Completed*
9. Vac Truck Storm Drains – *In Progress*
10. Thermoplastic Stop Bars and yellow striping at multiple locations – *Completed*

11. Ponce Preserve pathway - spreading crushed stone – *Completed*
12. Replace Ceiling Fan at Fire Dept– *Completed*
13. Ponce Preserve – Spread sand throughout the park
14. 4355 S. Peninsula Dr. – Road Repair
15. 8 Marsh Court – Secured leaking hydrant

WATER CONSUMPTION

1. Water Consumption for the month – *Monthly Use: 15,329,000 gallons*
2. Water Consumption for the month - *Average Daily Use: 494,000 gallons*

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 (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.

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.	118,047	116,788	1259	63
02-60	Jeff M.	85,975	85,350	625	31
08-01	John P.	31,161	30,804	357	18
09-01	Ken J.	24,254	23,772	482	24
11-01	Curtis M.	14,995	14,255.4	740	37
02-50	Dump Truck	32,579	32,574	5	.25
02-58	Kurt S.	85,250	84,823	851	42
03-04	Ken S.	61,886	61,170	716	36

VEHICLE MAINTENANCE NOTES

Vehicle #08-01 – replaced truck battery

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Financial Summary - key funds

Revenues	Budget	March	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,466,893	158,476	4,271,451		1,195,442	78.13
401 Fund - Water Fund	1,475,157	87,563	492,531 **		982,626	33.39
402 Fund - Refuse Fund	169,855	14,352	70,531 **		99,324	41.52
403 Fund - Sewer Fund	920,789	71,122	369,485 **		551,304	40.13

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

Expenditures

001 Fund - General fund	5,466,893	343,435	2,279,280	14,717	3,172,896	41.96
401 Fund - Water Fund	1,475,157	91,321	480,989	664	993,504	32.65
402 Fund - Refuse Fund	169,855	12,177	84,801		85,054	49.93
403 Fund - Sewer Fund	920,789	81,427	298,316		622,473	32.40

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,106	51	44	1,201
Water - irrigation	82	30	7	119
Sewer	736	41	32	809
Refuse	978	1	0	979
Occupant change	11			
Meter change	3			
Re-reads	10			
Connects	0			
Disconnects	0			
Reconnect	0			

Accounts Payable

	Number	Amount
Checks issued in March	124	323,551.54

Investments

Bank	Amount	Rate	Term	Maturity
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
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