



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

To: Jeaneen Witt, Town Manager
From: Emily C. Kroeger, Finance Manager
Date: May 6, 2014
Subject: Monthly Report for April, 2014

GENERAL

Description	Qty Month
Work Orders	18
Utility Locates Completed	17
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	35
New Water Meters Installed	68
Water Breaks	0
ROW Mechanical Sweeping (Debris Collection)	7 YDS
ROW Permits	3
FP&L Street Light Outage Reports	0

STAFF NEWS

1. Curtis Mitchell – Attended 4-Day Back Flow Testing Training
2. Jeff Miller – Attended 1-Day FW&PCOA Backflow Recertification
3. Jeff Miller – Attended Safety Committee Meeting

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 – *Completed*
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 - *Completed*

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 for Easter Egg Hunt

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. Ponce Preserve – Painted Bathroom
2. PD – Installed new mailbox
3. Town Hall – Cut & remove dead Bay Trees
4. Cleaned & Vac Stormwater Drains, town wide, week long project
5. 143 Beach St – Emptied contents, had floors refinished, replaced contents
6. 143 Beach St – Cleaned and coated "Old" Ponce Inlet Town Sign
7. 143 Beach St – Hung old Sign between restrooms
8. 143 Beach St – Installed two humidifiers
9. 143 Beach St – Installed a Header Board
10. 143 Beach St – Make & install TV stand

END OF MONTH MILEAGE REPORT

VEHICLE NUMBER	PRIMARY DRIVER	CURRENT ODOMETER READING	PREVIOUS ODOMETER READING	TOTAL MILES PER MONTH	AVERAGE DAILY MILES
04-36	Keith G.	118,953	118,047	906	30.20
02-60	Jeff M.	86,400	85,975	425	14.16
08-01	John P.	31,402	31,161	241	8.33
09-01	Ken J.	24,730	24,254	476	15.86
11-01	Curtis M.	15,929	14,995	934	31.13
02-58	Kurt S.	85,746	85,250	496	16.53
03-04	Ken S.	62,512	61,886	626	20.86
02-50	Dump Truck	32,656	32,579	77	3.5

Town of Ponce Inlet
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 April 2014

Financial Summary - key funds

Revenues	Budget	April	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,466,893	2,254,293	4,496,182		970,711	82.24
401 Fund - Water Fund	1,475,157	100,249	592,781 **		882,376	40.18
402 Fund - Refuse Fund	169,855	14,360	84,891 **		84,964	49.98
403 Fund - Sewer Fund	920,789	77,776	447,261 **		473,528	48.57

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

Expenditures

001 Fund - General fund	5,466,893	408,186	2,687,434	8,459	2,771,000	49.31
401 Fund - Water Fund	1,475,157	104,732	585,754		889,403	39.71
402 Fund - Refuse Fund	169,855	12,201	97,001		72,854	57.11
403 Fund - Sewer Fund	920,789	71,122	369,438		551,351	40.12

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,105	51	44	1,200
Water - irrigation	82	30	7	119
Sewer	737	41	32	810
Refuse	970	1	0	971
Occupant change	7			
Meter change	5			
Re-reads	5			
Connects	0			
Disconnects	1			
Reconnect	0			

Accounts Payable

	Number	Amount
Checks issued in April	124	382,707.33

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