



MEMORANDUM
TOWN OF PONCE INLET, FINANCE, UTILITIES, & 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 Witt, Town Manager
From: Emily C. Kroeger, Finance Manager
Date: June 27, 2014
Subject: Monthly Report for May, 2014

GENERAL

Description	Qty Month
Work Orders	28
Utility Locates Completed	17
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	33
New Water Meters Installed	26
Water Breaks	0
ROW Mechanical Sweeping (Debris Collection)	10 YDS
ROW Permits	1
FP&L Street Light Outage Reports	0

STAFF NEWS

1. Curtis Mitchell – Attended 2-Day FDOT Work Zone Traffic Control Training
2. Ken Sinisi – Attended 2-Day FDOT Work Zone Traffic Control Training
3. Kurt Stromp – Attended 2-Day FDOT Work Zone Traffic Control

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 – *On Going*
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. Ponce Preserve – Spread sand throughout the park – *Completed*
13. Ponce Preserve – Remove Debris, Clean & Trim Bushed for Earth Day Event
14. Ponce Preserve – Spread new Shell in the Parking Lot
15. Ponce Preserve – Painting curbs, signs, etc.
16. Timucuan Oaks – 30 day cycle - Trap Turtles for relocation
17. Timucuan Oaks – Dig Trench & Install Silt Fencing
18. Timucuan Oaks – Begin extensive clean-up, tree cutting, bushes & vegetation.
19. Boat Ramp – Build a concrete pad for the Dumpster
20. Completed and mailed Annual Water Quality Letter to Residents

Duties listed below are IN ADDITION to Primary Routine Assignments and Work Orders

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. Ponce Preserve – Prepare for Earth Day (Tables, Chairs, Signs & Clean-up)
2. Lighthouse Park – Prepare for Vette Day at the Lighthouse (Marked Sprinkler heads and boxes, barricades, cones, & clean-up)
3. Lighthouse Park & Veteran's Memorial for Memorial Day (Assisted in set- up & removal of 250 Chairs)
4. Davies Park & Ponce Preserve – Set-up signs & preparation for "private events"

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. PW, TH, PD, FD, CC, Museum - Buildings and Grounds maintenance
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 Accounts Payable and update InCode & Budget Spreadsheet (Weekly)
19. Prepare Public Works Monthly Status Report
20. Prepare Monthly AFC Fuel Consumption Reports
21. Maintain AFC Fuel System Vehicle Database Updates/Modifications
22. Coordinated removal of deceased animals
23. Coordinated removal of homeowner-generated yard debris (large piles) w/Waste Management
24. Stormwater retention pond maintenance (mowing, treatments, service fountains)
25. Eradicated Brazilian Pepper trees
26. Right-of-way maintenance (mowing, trim vegetation, etc.)
27. Boat ramp dock inspections and maintenance
28. Leveled and distributed street sweeping pile
29. Check VMB (Variable Message Board) batteries
30. Emptied Dogi-Pot stations and re-stocked
31. Roadway maintenance – fill-in shoulders, cold-patch holes, etc.

IMISCELLANEOUS MAINTENANCE AND DUTIES

1. Town Hall – Cut & remove dead Bay Trees
2. Town Hall – Installed new photo sensor on sign
3. Town Hall – Set-up and removal of Variable Message Sign for "Vette" Day
4. Town Hall, PD, PW & 143 Beach St. - Quarterly AC maintenance
5. Town Hall Break area – Mounted a Shoe Scuffer
6. PD – AC flooded two rooms, water & carpet clean-up on Memorial Day Holiday
7. PD – Installed additional "Pedestrian Crossing" signs
8. FD – Cut & removed dead Palm Trees
9. Lighthouse Park – Extra clean-up in preparation of Memorial Day event
10. Lighthouse Park – Repaired Gazebo
11. Lighthouse Park – Pressure Cleaned the sidewalk
12. 143 Beach St.- Misc. carpentry work installing shelves & misc.
13. Wilbur Bay Wetlands Park – Repaired chain gate
14. 33 Beach St. - Laid new Sod, watered it daily for 3 weeks
15. Community Ctr. - Purchased & Set-Up Fans when their AC went down.
16. Community Ctr. - Cut & removed dead Palm Trees
17. Sign Repair & Replacement – Tree City USA, Share the Road, etc.
18. Equipment Repair, Tractor, Mowers, Pole & Chain Saw, Hedger & VM Board
19. S. Peninsula Dr. - Painted Mile Markers on the sidewalks

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.	119,452	118,953	499	16
02-60	Jeff M.	86,615	86,400	215	7
08-01	John P.	31,780	31,402	378	12
09-01	Ken J.	25,067	24,730	337	11
11-01	Curtis M.	16,959	15,929	1,030	33
02-58	Kurt S.	86,200	85,746	454	15
03-04	Ken S.	63,171	62,512	659	21
02-50	Dump Trk	32,685	32,656	29	1

Town of Ponce Inlet
 Monthly Report
 May 2014

Financial Summary - key funds

Revenues	Budget	May	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,466,893	139,937	4,638,367		828,526	84.84
401 Fund - Water Fund	1,475,157	98,824	691,605 **		783,552	46.88
402 Fund - Refuse Fund	169,855	14,351	99,243 **		70,612	58.43
403 Fund - Sewer Fund	920,789	79,512	526,773 **		394,016	57.21

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

Expenditures

001 Fund - General fund	5,466,893	377,452	3,064,885	9,955	2,392,053	56.24
401 Fund - Water Fund	1,475,157	100,349	686,103	86	788,968	46.52
402 Fund - Refuse Fund	169,855	12,259	109,260		60,595	64.33
403 Fund - Sewer Fund	920,789	77,778	447,214		473,575	48.57

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,106	51	44	1,201
Water - irrigation	82	30	7	119
Sewer	737	41	32	810
Refuse	962	1	0	963
Occupant change	5			
Meter change	0			
Re-reads	6			
Connects	0			
Disconnects	0			
Reconnect	0			

Accounts Payable

	Number	Amount
Checks issued in May	145	370,205.88

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