



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: July 8, 2014
 Subject: Monthly Report for June, 2014

GENERAL

Description	Qty Month
Work Orders	33
Utility Locates Completed	25
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	44
New Water Meters Installed	13
Water Breaks	2
ROW Mechanical Sweeping (Debris Collection)	7 YDS
ROW Permits	5
FP&L Street Light Outage Reports	0

STAFF NEWS

1. ALL PW Staff attended Infectious Control Training
2. Keith Gunter – Attended FSA Stormwater Operator Recertification Level 1
3. Jeff Miller – Attended FSA Stormwater Operator Recertification Level 1
4. Jeff Miller – Attended 2 Day FSA Stormwater Operator Recertification Level 2
5. Ken Jones – Attended FSA Stormwater Operator Recertification Level 1
6. Curtis Mitchell – Attended 2 Day FSA Stormwater Operator Recertification Level 2

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 – Spread new Shell in the Parking Lot – *Completed*
14. Ponce Preserve – Painting curbs, signs, etc. – *Completed*
15. Timucuan Oaks – 30 day cycle - Trap Turtles for relocation – *Completed*
16. Timucuan Oaks – Dig Trench & Install Silt Fencing – *Completed*
17. Timucuan Oaks – Begin extensive tree cutting, bushes & vegetation – *In Progress*
18. FD & Boat Ramp – Dumpster Fence Enclosure – *In Progress*
19. Annual Water Quality Letter to Residents – *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

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 residents yard debris (large piles) w/Waste Management
24. Stormwater retention pond maintenance (mowing, treatments, service fountains)
25. Eradicated Brazilian Pepper trees – *Completed*
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.

MISCELLANEOUS MAINTENANCE AND DUTIES

1. Town Hall – Cut & remove dead Bay Trees
2. Town Hall – Lubricated all locks
3. Town Hall – Hung new Town Banners
4. Town Hall – Cleaned mold from white support posts
5. Town Hall – Installed new light fixture for Aref
6. Town Hall – Set Up Council Chambers for Open Enrollment
7. Town Hall, PD & FD – Generator maintenance
8. PD – Spray Crosswalk stencils on sidewalks
9. PD – Haul dirt from S. Peninsula Dr. pile to fix road washouts
10. FD – Adjusted and replaced sprinkler heads
11. Lighthouse Park – Relocated sprinklers near electrical box at Veteran’s Memorial
12. Lighthouse Park – Fixed clogged toilet in Ladies Rm.
13. Lighthouse Park – Repaired Men’s Rm door lock
14. Lighthouse Park – Repair Urinal
15. 143 Beach St. – Adjusted & replaced sprinkler heads
16. 143 Beach St. – Repaired Sewer Cover
17. 143 Beach St. – Power washed Handicap Parking area
18. 143 Beach St. – Picked up storm debris
19. PW – Updated all two-way radios
20. PW – Repair entrance gate, (it was jammed by heavy winds)
21. PW – Repair Women’s Rm. Toilet
22. PW - PW - Garage Doors & Gate Chain maintenance (oil & lube & adjustments)
23. PW - Equipment Repair, Tractor, Mowers, Pole & Chain Saw & Hedger
24. Timucuan Oaks – Grade southeast side of park for access to R.O.W.
25. Timucuan Oaks – Trapped & contained two tortoises with fencing for relocation
26. Pollard Park – Replaced Basketball Net
27. Wilbur Bay Wetlands Park – Repaired chain gate
28. Wilbur Bay Park – Cut Seagrapes to 5’ height
29. Ponce Preserve – Removed damaged Sandbox
30. Boat Ramp – Repaired the fence
31. Inlet Pt. Blvd – Test and replace fountain pump
32. Repaired 4” water leak at Fisherman’s Village
33. Repaired damaged water service line in Las Olas
34. 4870 S. Peninsula Dr. - Install new meter at construction site
35. 39 Caribbean Way – Prepare for new service connection
36. S. Peninsula Dr. - grade dirt pile
37. C301 Harbour Village – addressed water quality complaint
38. 111 Rain’s Drive – addressed water quality complaint
39. 50 Jennifer Circle – addressed water quality complaint
40. 102 Old Carriage Rd – Installed two “No Trespassing” signs
41. Contacted Pace Analytical regarding Lead & Copper testing
42. Contact with various residents regarding Lead & Copper testing
43. Picked up Test Kits from Pace Analytical

END OF MONTH MILEAGE REPORT

PRIMARY DRIVER	CURRENT ODOMETER READING	PREVIOUS ODOMETER READING	TOTAL MILES PER MONTH	AVERAGE DAILY MILES	PRIMARY DRIVER
Keith G.	119,927	119,452	475	15.83	Keith G.
Jeff M.	87,115	86,615	500	16.67	Jeff M.
John P.	32,102	31,780	322	10.73	John P.
Ken J.	25,445	25,067	378	12.60	Ken J.
Curtis M.	17,303	16,959	344	11.47	Curtis M.
Kurt S.	86,565	86,200	365	12.17	Kurt S.
Ken S.	63,819	63,171	648	21.60	Ken S.
Dump Trk	32,772	32,685	87	2.90	Dump Trk

Town of Ponce Inlet
 Monthly Report
 June 2014

Financial Summary - key funds

Revenues	Budget	June	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,466,893	196,861	4,833,424		633,469	88.41
401 Fund - Water Fund	1,475,157	121,987	814,673 **		660,484	55.23
402 Fund - Refuse Fund	169,855	14,283	113,525 **		56,330	66.84
403 Fund - Sewer Fund	920,789	92,693	619,500 **		301,289	67.28

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

Expenditures

001 Fund - General fund	5,466,893	383,247	3,448,008	22,539	1,996,346	63.48
401 Fund - Water Fund	1,475,157	83,360	759,463	477	715,217	52.19
402 Fund - Refuse Fund	169,855	12,259	121,519		48,336	71.54
403 Fund - Sewer Fund	920,789	79,512	526,726		394,063	57.20

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,105	51	44	1,200
Water - irrigation	81	30	7	118
Sewer	736	41	32	809
Refuse	959	1	0	960
Occupant change	5			
Meter change	2			
Re-reads	9			
Connects	0			
Disconnects	2			
Reconnect	0			

Accounts Payable

	Number	Amount
Checks issued in June	114	606,042.02

Investments

Bank	Amount	Rate	Term	Maturity
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
BankUnited	250,000	0.70	18 months	12/10/2015