



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: August 18, 2014
Subject: Monthly Report for July, 2014

GENERAL

Description	Qty Month
Work Orders	26
Utility Locates Completed	12
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	51
New Water Meters Installed	10
Water Breaks	1
ROW Mechanical Sweeping (Debris Collection)	7 YDS
ROW Permits	1
FP&L Street Light Outage Reports	0

STAFF NEWS

1. PW Maintenance staff watched two Safety Videos
2. Keith Gunter - Attended FL APWA Conference

PROJECTS

1. PW - Installed New Fuel Control System - *Completed*
2. FD & BOAT RAMP - Dumpster Fence Enclosure - *Completed*
3. TIMUCUAN OAKS - Extensive tree cutting, bushes & vegetation - *Completed*
4. TIMUCUAN OAKS - Brazilian Pepper Tree Removal - *Continuous*
5. TOWN WIDE - Hydrant Flushing - *Continuous*
6. TOWN WIDE - ROW Mechanical Sweeping - *Continuous Monthly*

7. TOWN WIDE - Water Meter Replacement - *In Progress*
8. TOWN WIDE - Dead Bay Tree and Stump Removal - *In Progress*
9. TOWN WIDE - Backflow Prevention Device Testing all Town Facilities - *Annual*
10. Backflow Prevention Project update sent to County - *Continuous*

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. BOAT RAMP - 4961 S. Peninsula
2. DAVIES LIGHTHOUSE PARK - 4931 S. Peninsula Drive
3. ELBER'S SUNSET PARK - Front Street
4. HAPPY TAILS DOG PARK - 4700 S. Peninsula Drive
5. HISTORIC MUSEUM - 143 Beach Street
6. MEYER-DAVIS HOUSE & POST OFFICE - 143 Beach Street
7. OLD CARRIAGE PARK - 102 Old Carriage Road
8. POLLARD PARK - 4680 S. Peninsula Drive (at the Fire Station)
9. PONCE PRESERVE - 4401 S. Peninsula Drive
10. TIMUCUAN OAKS - 4550 S. Peninsula Drive
11. WILBUR BAY WETLANDS - 4324 S. Peninsula Drive

MONTHLY TASKS

1. WATER - Obtained water samples and send to City of Port Orange for processing
2. WATER - Obtained sample results, mail originals to Volusia County Health DepT.
3. WATER - Read Water Meters (2x/ month)
4. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month)
5. MAINTENANCE TECHS - Set A/C (Before & after every Council Meeting)
6. MAINTENANCE TECHS - Check stormwater system
7. MAINTENANCE TECHS - Stormwater Retention Pond Maintenance (Mowing,Treatments & service work fountains)
8. MAINTENANCE TECHS - Right-of-way maintenance (mowing, trim vegetation)
9. MAINTENANCE TECHS - Boat ramp dock inspections and maintenance
10. MAINTENANCE TECHS - Check VMB (Variable Message Board) batteries
11. MAINTENANCE TECHS - Emptied Dogi-Pot stations and re-stocked
12. MAINTENANCE TECHS - Roadway maintenance – fill-in shoulders & patch holes
13. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due toage, weather, vandalism and theft)
14. MAINTENANCE TECHS - Took delivery of fuel / weekly tank "sticks"
15. MAINTENANCE TECHS - Deliver Recycle Bins

16. MAINTENANCE TECHS - Weekly fuel tank inspections
17. MAINTENANCE TECHS - Vehicle washing & cleaning (weekly)
18. MAINTENANCE TECHS - Equipment maintenance and repairs
19. JANITORIAL - Inventoried and Ordered Janitorial supplies
20. ADMIN - Review Water Reads (2x/ month)
21. ADMIN - Review and Input Payroll (2x/ month)
22. ADMIN - Prepare Accts Payable , update InCode & Budget Spreadsheet (Weekly)
23. ADMIN - Prepare Public Works Monthly Status Report
24. ADMIN - Prepare Monthly AFC Fuel Consumption Reports

25. ADMIN - Maintain AFC Fuel System Vehicle Database Updates/Modifications
26. ADMIN - Research and Coordinate Vendor Quotes
27. ADMIN – Maintain records for Backflow Prevention Device Testing of all
.....Commercial, Multi Family & Government facilities town wide
28. ADMIN - Coordinate removal of deceased animals with Waste Mgmt
29. ADMIN - Coordinate removal of residents yard debris (lg piles) with Waste Mgmt
30. PW, TH, PD, FD, CC, Museum - Buildings and Grounds maintenance
31. PD & TOWN HALL - Routine Generator maintenance

MISCELLANEOUS MAINTENANCE AND DUTIES

1. TH/PD/FD/PW - Generator Maintenance
2. TH/PD - Deliver Diesel fuel for Generators
3. TOWN HALL - Moved Copy Machine to PW
4. TOWN HALL - Replaced Bulbs & Ballast at West Entrance Light
5. TOWN HALL - Remove Shrubs from Planter near Council Chambers break room
6. TOWN HALL - Mulch plant beds
7. PD - Trim bushes on East side
8. PD - Mulch plant beds
9. LIGHTHOUSE PARK - Fill in low areas on North side with sand
10. LIGHTHOUSE PARK - Picked up storm debris
11. LIGHTHOUSE PARK - Massive clean-up from a wedding in the Gazebo
12. LIGHTHOUSE PARK - Cut & remove 2 Palm Trees, fill in holes
13. LIGHTHOUSE PARK - Spread Mulch on Playground
14. FD - Pick Up Grill
15. 143 BEACH ST - Put together a Filing Cabinet
16. 143 BEACH ST - Clean up water from AC drainage backup
17. 143 BEACH ST - Repaired hose on AC for proper draining
18. PW - Updated all two-way radios
19. PW - Repair entrance gate, (it was jammed by heavy winds)
20. PW - Repair Women's Rm. Toilet
21. PW - PW - Garage Doors & Gate Chain maintenance (oil & lube & adjustments)
22. PW - Equipment Repair, Tractor, Mowers, Pole & Chain Saw & Hedger
23. PW - Make Water Meter Gaskets
24. PW - Fuel Stick Readings
25. PW - Equipment Repairs, Mowers, Blower, Hedger, Weed Wacker
26. PW - Made Floor Mats & Dirt Skirts for both new mowers
27. PW - Haul old Fuel System to scrap pile
28. BOAT RAMP - Patch holes in asphalt
29. ELBERS SUNSET PARK - Clean up fish debris
30. POLLARD PARK - Repair Pickett Fence
31. PONCE PRESERVE - Built a new Sandbox
32. PONCE PRESERVE - Filled in ruts with shell
33. TIMUCUAN OAKS - Reset Silt Fence
34. 14 MAR AZUL - Inspected site for new meter installation
35. 106 OLD CARRIAGE RD - Pressure Wash Gutter due to standing water
36. 33 BEACH ST - Empty Water Tank Swale
37. 58 SEAWINDS CIRCLE - Clearing debris on R.O.W.
38. PENINSULA DR - Fill in low areas on West side with sand
39. JANA DR to MARSH ST - Fill in low areas with sand
40. TOWN WIDE - Check and Clean Stormwater Grates
41. WATER - Run Compliance Samples & submit to Port Orange
42. WATER - 4767 S. Atlantic Blvd - Replaced 4" Water Meter
43. WATER - 4931 S. Peninsula Dr. Water Break, Issued Boil Water Notice
44. WATER - Handed out Red Door Knockers
45. WATER - Ran 1st Rd Bacti Samples & submitted to Port Orange
46. WATER - Ran 2nd Rd Bacti Samples & submitted to Port Orange
47. WATER - Contact with various residents regarding Lead & Copper testing

- 48. WATER - Collected water samples from residents and filed necessary paperwork
- 49. WATER - Ran THM/HAA5 Tests at 143 beach St. & 4998 Peninsula Dr.
- 50. WATER - Took Lead & Copper water samples to Pace Analytical for testing

END OF MONTH MILEAGE REPORT

PRIMARY DRIVER	CURRENT ODOMETER READING	PREVIOUS ODOMETER READING	TOTAL MILES PER MONTH	AVERAGE DAILY MILES	DAYS THIS MONTH (JULY)
Keith G.	121,428	119,927	1,501	48	31
Jeff M.	87,680	87,115	565	18	31
John P.	32,453	32,102	351	11	31
Ken J.	25,975	25,445	530	17	31
Curtis M.	18,160	17,303	857	28	31
Kurt S.	86,879	86,565	314	10	31
Ken S.	64,553	63,819	734	24	31
Dump Truck	32,990	32,772	218	7	31

VEHICLE MAINTENANCE NOTES

- 1. Veh #08-01 Replaced Starter Motor Assembly
- 2. Veh #03-04 Multi-Point Inspection & replaced Steering & Suspension shaft

Town of Ponce Inlet
 Monthly Report
 July 2014

Financial Summary - key funds

Revenues	Budget	July	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,466,893	99,039	4,932,473		534,420	90.22
401 Fund - Water Fund	1,475,157	106,639	921,312 **		553,845	62.46
402 Fund - Refuse Fund	169,855	14,149	127,675 **		42,180	75.17
403 Fund - Sewer Fund	920,789	67,677	687,178 **		233,611	74.63

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

Expenditures

001 Fund - General fund	5,466,893	557,404	4,005,412	73,305	1,388,176	74.61
401 Fund - Water Fund	1,475,157	115,109	884,572	861	589,724	60.02
402 Fund - Refuse Fund	169,855	12,107	133,626		36,229	78.67
403 Fund - Sewer Fund	920,789	92,693	619,419		301,370	67.27

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	961	1	0	962
Occupant change	7			
Meter change	2			
Re-reads	4			
Connects	0			
Disconnects	2			
Reconnect	0			

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Accounts Payable

	Number	Amount
Checks issued in July	124	404,342.97

Investments

Bank	Amount	Rate	Term	Maturity
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
Hertiage Bank	250,014	0.80	36 months	7/29/2017