



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: September 9, 2014
Subject: Monthly Report for August, 2014

GENERAL

Description	Qty Month
Work Orders	11
Utility Locates Completed	15
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	34
New Water Meters Installed	57
Water Breaks	1
ROW Mechanical Sweeping (Debris Collection)	8 YDS
ROW Permits	1
FP&L Street Light Outage Reports	1

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. WATER - Backflow Prevention Project update sent to County - *Continuous*
11. WATER - Swap old meters for new meters- *Continuous*

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. 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 & 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 on the Fountains)
8. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation)
9. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance
10. MAINTENANCE TECHS - Check VMB (Variable Message Board) Batteries
11. MAINTENANCE TECHS - Emptied & Re-Stocked Dogi-Pot Stations
12. MAINTENANCE TECHS - Road 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 - Weekly Fuel Tank Inspections
16. MAINTENANCE TECHS - Deliver Recycle Bins
17. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly)
18. MAINTENANCE TECHS - Equipment Repairs & Maintenance
19. JANITORIAL - Inventoried and Ordered Janitorial supplies
20. ADMIN - Review Water Reads (2x / month)
21. ADMIN - Review & 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 & Coordinate Vendor Quotes
27. ADMIN - Maintain Records for Backflow Prevention Device Testing of allCommercial, Multi Family & Government Facilities Town-Wide
28. ADMIN - Coordinate Removal of Deceased Animals with Waste Mgmt
29. ADMIN - Coordinate Removal of Residents Yard Debris with Waste Mgmt
30. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance
31. TH/PD/FD/PW - Routine Generator Maintenance
32. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE
(Set-up signs & preparation for private events)

MISCELLANEOUS MAINTENANCE AND DUTIES

1. TOWN HALL - Change out Light Pole head assembly
2. TOWN HALL - Rewire Light Pole
3. TOWN HALL - Relocated sprinkler line for Volusia County at Town Office sign
4. TOWN HALL - Filled in trench and graded for new sod at Town Office sign
5. TOWN HALL - Set up Council Chambers from FD Chiefs Luncheon
6. TOWN HALL - Mulch plant beds
7. PD - Transport a bicycle from 4521 S. Atlantic Ave.
8. PD - Fix wash outs on the west side of the station
9. PW - Paine metal base on Generator
10. PW - Remove Tools Box from old truck and install on new truck
11. PW - Remove decals from trucks that were sold
12. PW - Repair Hedger, Sharpen Pole Saw
13. PW - Repair North Gate
14. FD - Remove Cobwebs and Wasp nest
15. FD - Spread Mulch
16. 143 BEACH ST. - Removed dead bushes and spread Mulch
17. POLLARD PARK - Replaced north Basketball net
18. MONTROSE – Removed dead Bay Tree
19. RAIN CT & S. PENINSULA DR. - Installed new yellow STOP Bars
20. FRONT ST - Repaired Fountain
21. BEACH ST & INLET PT BLVD. - Replaced crosswalk lines
22. BEACH ST & S. PENINSULA DR. - Replaced crosswalk lines
23. TOWN WIDE - Check and Clean Stormwater Grates
24. TOWN WIDE - Pick up storm debris
25. WATER - Worked on Lead & Copper testing samples and letters to residents
26. WATER - Communicated with Pat Carrico re: lead & copper testing
27. WATER - Communicated with Pat Marsh, City of Port Orange re: notification paperwork
28. WATER - 4346 S. ATLANTIC BLVD. Water Break Repair
29. WATER - S. PENINSULA DR. – Water Break Repair
30. WATER - Handed out Red Door Knockers
31. WATER - Ran 1st Rd Bacti Samples & submitted to Port Orange
32. WATER - Ran 2nd Rd Bacti Samples & submitted to Port Orange
33. WATER - 4724 MONTROSE - Water Break

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.	122,398	121,428	970	31	31
Jeff M.	564	0	564	18	31
John P.	32,818	32,453	365	12	31
Ken J.	26,499	25,975	524	17	31
Curtis M.	19,000	18,160	840	27	31
Kurt S.	493	0	493	16	31
Ken S.	65,106	64,553	553	18	31
Dump Trk	33,087	32,990	97	3	31

VEHICLE MAINTENANCE NOTES

1. Veh #3903 John P - Lube, Oil & Filter Change

Town of Ponce Inlet
 Monthly Report
 August 2014

Financial Summary - key funds

Revenues	Budget	August	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,466,893	115,214	5,047,698		419,195	92.33
401 Fund - Water Fund	1,475,157	109,492	1,030,807 **		444,350	69.88
402 Fund - Refuse Fund	169,855	14,180	141,855 **		28,000	83.52
403 Fund - Sewer Fund	920,789	78,972	766,150 **		154,639	83.21

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

Expenditures

001 Fund - General fund	5,466,893	339,781	4,345,193	50,108	1,071,592	80.40
401 Fund - Water Fund	1,475,157	85,811	970,383	77	504,697	65.79
402 Fund - Refuse Fund	169,855	12,048	145,675		24,180	85.76
403 Fund - Sewer Fund	920,789	67,677	689,096		231,693	74.62

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,110	44	45	1,199
Water - irrigation	81	30	7	118
Sewer	738	41	32	811
Refuse	960	1	0	961
Occupant change	10			
Meter changes	54			
Re-reads	10			
Connects	3			
Disconnects	2			
Meter information	5			

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Accounts Payable

	Number	Amount
Checks issued in August	133	332,619.59

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
Heritage Bank	250,014	0.80	36 months	7/29/2017