



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

GENERAL

Description	Qty Month
Work Orders	16
Utility Locates Completed	13
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	56
New Water Meters Installed	57
Water Breaks	NONE
ROW Mechanical Sweeping (Debris Collection)	10 YDS
ROW Permits (Beach St.)	1
FP&L Street Light Outage Reports	1

STAFF NEWS

John Pierce – Attended 1 Day FDOT Work Zone Traffic Control Course

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, Tree Trimming, Brush & Debris 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 & 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 - Pick-up Ice at Community Center deliver to TH for
..... Executive Meeting
7. MAINTENANCE TECHS - Pick-up Ice at Community Center deliver to TH for
..... Council Meeting
8. MAINTENANCE TECHS - Check Stormwater System
9. MAINTENANCE TECHS - Town wide - pick up Storm Debris
10. MAINTENANCE TECHS - Stormwater Retention Pond Maintenance (Mowing,
..... Treatments & Service Work on the Fountains)
11. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation)
12. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance
13. MAINTENANCE TECHS - Check VMB (Variable Message Board) Batteries
14. MAINTENANCE TECHS - Emptied & Re-Stocked Dogi-Pot Stations

15. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes
16. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to
..... Age, Weather, Vandalism and Theft)
17. MAINTENANCE TECHS - Took Delivery of Fuel / Weekly Tank “Sticks”
18. MAINTENANCE TECHS - Weekly Fuel Tank Inspections
19. MAINTENANCE TECHS - Deliver Recycle Bins
20. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly)
21. MAINTENANCE TECHS - Equipment Repairs & Maintenance
22. JANITORIAL - Inventoried and Ordered Janitorial Supplies
23. ADMIN - Review Water Reads (2x / month)
24. ADMIN - Review & Input Payroll (2x / month)
25. ADMIN - Prepare Accts Payable , Update InCode & Budget Spreadsheet (Weekly)
26. ADMIN - Prepare Public Works Monthly Status Report
27. ADMIN - Prepare Monthly AFC Fuel Consumption Reports
28. ADMIN - Maintain AFC Fuel System Vehicle Database Updates/Modifications
29. ADMIN - Research & Coordinate Vendor Quotes
30. ADMIN - Maintain Records for Backflow Prevention Device Testing of all
..... Commercial, Multi Family & Government Facilities Town-Wide
31. ADMIN - Coordinate Removal of Deceased Animals with Waste Mgmt
32. ADMIN - Coordinate Removal of Residents Yard Debris with Waste Mgmt
33. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance
34. TH/PD/FD/PW - Routine Generator Maintenance
35. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE
(Set-up signs & preparation for Private Events)

MISCELLANEOUS MAINTENANCE AND DUTIES

1. TOWN HALL & PD – Change-out Banners
2. TOWN HALL & PD – Place Bait Rat Traps
3. PW – Repair fence
4. PW – Repaired Hedger, Chain Saws, Pole Saws, Weed Wacker, Blower, Mower
5. PW – Repaired North Gate
6. PD – Spray mold on west Sidewalk, Doors & Windows
7. FD – Pressure wash building
8. FD – Removed old Sprinkler Pump & rebuild Sprinkler System
9. FD – Removed old bench that was covering the Sprinkler Pump
10. FD – Painted yellow Parking Stops
11. FD – Painted white lines in Parking areas
12. FD – Painted yellow steps
13. FD & POLLARD PARK – Painted Arrows and Parking Lot lines
14. POLLARD PARK – Trimmed trees, bushes & shrubs on west side of Tennis Court
15. DAGGETT COVE DR – Trimmed vacant lot
16. CALUMET / ASHLEY CIR / SEAWINDS CIR – Replace Street Signs
17. S. PENINSULA – Cut up & remove tree debris caused by a rainstorm
18. S. PENINSULA at HARBOR VILLAGE – Dump shell at merge lane
19. SAILFISH DRIVE & S. PENINSULA – Re-install STOP sign
20. PONCE TERRACE CIRCLE – Dug trench to help water flow & drainage
21. DAVIES PARK – Cut down and remove trees
22. DOG PARK – Spread Mulch
23. DOG PARK – Sprayed insect Killer
24. LIGHTHOUSE PARK – Painted Restroom Doors
25. PONCE PRESERVE – Trimmed entry, Handicap Parking & Gazebo areas
26. TIMUCUAN OAKS PARK – Painted Handicap Parking lines
27. TIMUCUAN OAKS PARK – Reset Silt Fencing
28. TIMUCUAN OAKS PARK – Removed graffiti from bench
29. TOWN WIDE – Repaired Retention Pond pumps
30. TOWN WIDE – Retention Ponds, refueled pumps every 3 hrs for 10 days

- 31. TOWN WIDE – Check and Clean Stormwater Grates
- 32. TOWN WIDE – Inventory & straighten Street Signs
- 33. TOWN WIDE – Lubricate locks

END OF MONTH MILEAGE REPORT

VEHICLE NUMBER	PRIMARY DRIVER	CURRENT ODOMETER READING	PREVIOUS ODOMETER READING	TOTAL MILES PER MONTH	AVERAGE DAILY MILES	DAYS THIS MONTH (Sept)
3901	Keith Gunter	123,421	122,398	1,023	34	30
3902	Jeff Miller	1,061	564	497	17	30
3903	John Pierce	33,247	32,818	429	14	30
3904	Ken Jones	26,887	26,499	388	13	30
3905	Curtis Mitchell	19,100	19,000	100	3	30
3906	Kurt Stromp	889	493	396	13	30
3907	Ken Sinisi	65,723	65,106	617	21	30
3908	Dump Truck	33,221	33,087	134	4	30

VEHICLE MAINTENANCE NOTES

- 1. Vehicle #3906 Oil Change & Multi-Point Inspection

Town of Ponce Inlet
 Monthly Report
 September 2014

Financial Summary - key funds

Revenues	Budget	September	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,187,837	101,950	5,149,660		38,177	99.26
401 Fund - Water Fund	1,236,736	122,760	1,153,567 **		83,169	93.28
402 Fund - Refuse Fund	170,003	14,107	155,962 **		14,041	91.74
403 Fund - Sewer Fund	905,484	80,464	846,614 **		58,870	93.50

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

Expenditures

001 Fund - General fund	5,187,837	412,089	4,758,480	429,357	91.71
401 Fund - Water Fund	1,236,736	139,269	1,113,032	123,704	90.00
402 Fund - Refuse Fund	170,003	12,025	157,700	12,303	92.76
403 Fund - Sewer Fund	905,484	78,972	766,068	139,416	84.60

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,115	42	44	1,201
Water - irrigation	82	30	7	119
Sewer	740	40	31	811
Refuse	965	1	0	966

Occupant change	11
Meter changes	58
Re-reads	1
Disconnects	1
Meter information	2

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Accounts Payable

	Number	Amount
Checks issued in September	119	535,875.29

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