



**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: January 9, 2015  
Subject: Monthly Report for December 2014

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**GENERAL**

Description	Qty Month
Work Orders	16
Utility Locates Completed	9
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.) New Water Meters Installed	33 -0-
Water Breaks	NONE
ROW Mechanical Sweeping (Debris Collection)	24 YDS
ROW Permits (Beach St.)	3
FP&L Street Light Outage Reports	0

**PROJECTS**

1. TIMUCUAN OAKS – Brazilian Pepper Tree Removal - *Continuous*
2. TOWN WIDE – Hydrant Flushing - *Continuous*
3. TOWN WIDE – ROW Mechanical Sweeping - *Continuous Monthly*
4. TOWN WIDE – Water Meter Replacement - *In Progress*
5. TOWN WIDE – Dead Bay Tree and Stump Removal - *In Progress*
6. TOWN WIDE – Backflow Prevention Device Testing all Town Facilities - *Annual*
7. WATER – Backflow Prevention Project update sent to County - *Continuous*
8. 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 - Check Stormwater System
7. MAINTENANCE TECHS - Town wide - pick up Storm Debris
8. MAINTENANCE TECHS - Stormwater Retention Pond Maintenance (Mowing, ..... Treatments & Service Work on the Fountains)
9. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation)
10. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance
11. MAINTENANCE TECHS - Check VMB (Variable Message Board) Batteries
12. MAINTENANCE TECHS - Emptied & Re-Stocked Dogi-Pot Stations
13. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes
14. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to ..... Age, Weather, Vandalism and Theft)
15. MAINTENANCE TECHS - Took Delivery of Fuel / Weekly Tank "Sticks"
16. MAINTENANCE TECHS - Weekly Fuel Tank Inspections
17. MAINTENANCE TECHS - Deliver Recycle Bins
18. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly)
19. MAINTENANCE TECHS - Equipment Repairs & Maintenance
20. JANITORIAL - Inventoried and Ordered Janitorial Supplies
21. ADMIN - Review Water Reads (2x / month)
22. ADMIN - Review & Input Payroll (2x / month)
23. ADMIN - Prepare Accts Payable , Update InCode & Budget Spreadsheet (Weekly)
24. ADMIN - Prepare Public Works Monthly Status Report
25. ADMIN - Prepare Monthly AFC Fuel Consumption Reports
26. ADMIN - Maintain AFC Fuel System Vehicle Database Updates/Modifications
27. ADMIN - Research & Coordinate Vendor Quotes
28. ADMIN - Maintain Records for Backflow Prevention Device Testing of all ..... Commercial, Multi Family & Government Facilities Town-Wide
29. ADMIN - Coordinate Removal of Deceased Animals with Waste Mgmt
30. ADMIN - Coordinate Removal of Residents Yard Debris with Waste Mgmt

## MISCELLANEOUS MAINTENANCE AND DUTIES

1. TOWN HALL & PD – Change-out Banners
2. TOWN HALL & PD – Place Bait Rat Traps
3. PW – Repaired Hedger, Chain Saws, Pole Saws, Weed Wacker, Blower, Mower
4. TOWN HALL – pressure wash, scrape paint off beams, put on base coat and then painted beams.
5. TOWN HALL & FD – set up Christmas Tree and decorations
6. PONCE PRESERVE- Stained Pelican, Kids table, & Bear Post in play area.
7. PONCE PRESERVE – Work on floating dock
8. TOWN HALL – Clearing vines from trees on TH property.
9. SET UP/BREAKDOWN CHAIRS FOR CHRISTMAS PARADE

## 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 (DEC)
3901	Keith Gunter	126,171	125,729	442	14	31
3902	Jeff Miller	2,478	2,121	357	12	31
3903	John Pierce	34,410	34,116	294	9	31
3904	Ken Jones	28,260	27,987	273	9	31
3905	Vacant position	20,958	20,895	63	2	31
3906	Kurt Stromp	2,188	1,928	260	8	31
3907	Ken Sinisi	67,398	66,957	441	14	31
3908	Dump Truck	33,628	32,544	84	3	31

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**Financial Summary - key funds**

Revenues	Budget	December	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,647,383	2,139,765	3,522,997		2,124,386	62.38
401 Fund - Water Fund	1,311,456	94,430	202,153 **		1,109,303	15.41
402 Fund - Refuse Fund	170,003	14,323	28,089 **		141,914	16.52
403 Fund - Sewer Fund	911,802	64,079	153,486 **		758,316	18.83

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

**Expenditures**

001 Fund - General fund	5,647,383	148,185	1,358,394	1,560	4,287,429	24.08
401 Fund - Water Fund	1,311,456	128,254	241,331		1,070,125	18.40
402 Fund - Refuse Fund	170,003	12,311	47,492		122,511	27.94
403 Fund - Sewer Fund	911,802	69,549	88,923		822,879	9.75

**Summary of Utility Billing Accounts**

Accounts	Residential	Condo	Commercial	Total
Water	1,118	41	45	1,204
Water - irrigation	82	30	7	119
Sewer	746	40	31	817
Refuse	981	1	0	982
Occupant change	12			
Meter changes	3			
Disconnects	0			
Meter information	18			

**Accounts Payable**

	Number	Amount
Checks issued in December	97	373,827.36

**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