



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: February 18, 2015
Subject: Monthly Report for January 2015

I. GENERAL

Description	Qty Month
Work Orders	18
Utility Locates Completed	26
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.) New Water Meters Installed	21 108
Water Breaks (Jana&Seahaven)(TownHall)	2
ROW Mechanical Sweeping (Debris Collection)	6 YDS
ROW Permits (30Calumet, 46Inlet Point, 74Oceanview)	3
FP&L Street Light Outage Reports	1

STAFF NEWS

1. Jeff Miller- FWPCOA online courses for CEU's
2. Keith Gunter- FWPCOA online courses for CEU's

PROJECTS

1. TIMUCUAN OAKS – Brazilian Pepper Tree Removal - *Continuous*
2. TOWN WIDE – Hydrant Flushing - *Continuous*
3. TOWN WIDE – Water Meter Replacement - *In Progress*

4. TOWN WIDE – Dead Bay Tree and Stump Removal - *In Progress*
5. WATER – Backflow Prevention Project update sent to County - *Continuous*
6. TOWN HALL- Repaint columns-*Completed*
7. PONCE PRESERVE-Stabilized trails with rock-*Completed*

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
- 12.

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
31. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance
32. TH/PD/FD/PW - Routine Generator Maintenance
33. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE
(Set-up signs & preparation for Private Events)

MISCELLANEOUS MAINTENANCE AND DUTIES

1. PW – Repaired Hedger, Chain Saws, Pole Saws, Weed Whacker, Blower, Mower
2. TOWN HALL – pressure wash, scrape paint off beams, put on base coat and then painted beams.
3. TOWN HALL – Used backhoe to clean out vines from trees on TH property
4. TOWN HALL-Laid sod
5. POLLARD PARK-Repaired bike rack
6. PONCE PRESERVE- Pressure washed gazebo and restrooms
7. PONCE PRESERVE – Work on floating dock
8. PONCE PRESERVE-Replenished sand that was depleted in sandbox
9. PONCE PRESERVE-Prepped and painted white lot lines
10. PONCE PRESERVE-Loaded and set crushed rock onto the trails
11. TIMUCUAN OAKS-Secured silt fencing that was deteriorated
12. DAVIES PARK-Cut down and hauled off large tree
13. DAVIES PARK-Repaired toilet in women’s restroom
14. ELBERS PARK-Replaced bench
15. TOWNWIDE-Helped with annual fire extinguisher testing and inspection.
16. TOWNWIDE-Removed Christmas decorations
17. TOWNWIDE-Painted mile markers on sidewalk
18. TOWNWIDE-Removed “Ponce de Leon Realty” sign from directional signs
19. 4780 S. PENINSULA-Ground down side walk
20. SKATEPARK-Painted lines on basketball court for pickleball
21. BEACH STREET POND-Set up pump
22. SAILFISH DRIVE-Filled in bad spots in road with additional shell

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	127,065	125,403	1662	54	31
3902	Jeff Miller	2,799	2,478	321	10	31
3903	John Pierce	34,802	34,410	392	13	31
3904	Ken Jones	28,757	28,260	497	32	16
3906	Transition	20,977	20,958	19	.6	31
3905	Kurt Stromp	2,616	2,188	428	14	31
3907	Ken Sinisi	67,918	N/A	N/A	N/A	31
3908	Dump Truck	33,759	33,628	131	4	31

Town of Ponce Inlet
 Monthly Report
 January 2105

Financial Summary - key funds

Revenues	Budget	January	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,647,383	291,780	3,872,452		1,774,931	68.57
401 Fund - Water Fund	1,311,456	104,038	306,191 **		1,005,265	23.35
402 Fund - Refuse Fund	170,003	14,425	42,514 **		127,489	25.01
403 Fund - Sewer Fund	911,802	62,263	215,749 **		696,053	23.66

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

Expenditures

001 Fund - General fund	5,647,383	324,345	1,710,821	3,589	3,932,973	30.36
401 Fund - Water Fund	1,311,456	135,101	379,313	2,480	929,663	29.11
402 Fund - Refuse Fund	170,003	12,358	59,850		110,153	35.21
403 Fund - Sewer Fund	911,802	64,079	153,002		758,800	16.78

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,120	41	45	1,206
Water - irrigation	82	30	7	119
Sewer	749	40	31	820
Refuse	988	1	0	989
Occupant change	9			
Meter changes	86			
Disconnects	0			
Meter information	9			

Accounts Payable

	Number	Amount
Checks issued in January	159	400,566.36

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