



**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 Kroeger, Finance Manager  
Date: March 3, 2015  
Subject: Monthly Report for February 2015

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**GENERAL**

Description	Qty Month
Work Orders	23
Utility Locates Completed	19
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.) New Water Meters Installed	18 120
Water Breaks (Sandcastle South)(151 Bounty Lane)	2
ROW Mechanical Sweeping (Debris Collection)	8YDS
ROW Permits(71Ocean Way)(38Caribbean Way)(52Bay Harbor)	3
FP&L Street Light Outage Reports	0

**STAFF NEWS**

1. Amy Dowling was hired as the new Administrative Assistant.
2. Waylon Severson began working as Maintenance Tech. I
3. Jeff Miller took online classes and final exam (FWPCOA) 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*

## 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
31. ADMIN- Met with Sensus Meter Rep. regarding issues on faulty meters.
32. ADMIN- Met with the Sign Rep regarding finalizing the new Town Sign.
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. 4365 S. ATLANTIC- Repaired two broken water valves.
2. BEACH STREET MUSEUM- Loaded, hauled, and spread mulch on premises.
3. DAVIES PARK-Cut down and hauled off large tree.
4. DAVIES PARK-Repaired toilet in women's restroom.
5. DAVIES PARK-Repaired sprinklers near boat ramp.
6. DAVIES PARK-Removed and replenished old mulch.
7. FIRE DEPARTMENT-Cleaned up debris from windy conditions.
8. HAPPY TAILS DOG PARK-Loaded, hauled, and spread mulch on premises.
9. INLET POINT- Replaced malfunctioning fountain pump.
10. NORTH AND SOUTH TURN-Put up new flags, cleaned up entrances, and placed cones and barricades for Town Parade.
11. POLICE DEPT.-Removed and replenished mulch in the planter bed.
12. POLICE DEPT.-Trimmed palm tree away from Evacuation Route Sign to improve visibility.
13. POLLARD PARK-Prepped and re-painted skateboard ramps
14. POLLARD PARK-Sealed the wood on the playground equipment..
15. PONCE PRESERVE-Replenished sand that was depleted in sandbox.
16. PONCE PRESERVE-Loaded and set crushed rock onto the trails
17. PW – Maintained and repaired Hedger, Chain Saws, Pole Saws, Weed Whacker, Blower, Mowers
18. SAILFISH/ SOUTH PENINSULA- Cut and hauled off tree limbs that were blocking the stop sign.
19. TIMUCUAN-Stump removal.
20. TIMUCUAN OAKS-Secured silt fencing that was deteriorated.
21. TOWN HALL –Removed old mulch and replaced with new.
22. TOWN HALL-Repaired water leak.
23. TOWN HALL-Repaired sprinkler heads on North side and at the flag pole.
24. TOWN HALL-Cut down and hauled off dead Bay trees.
25. TOWNWIDE-Helped with annual fire extinguisher testing and inspection.
26. TOWNWIDE-Change out old water meters.
27. TOWNWIDE-Cleared storm grates and culverts.
28. TOWNWIDE-Wrapped Backflows for cold weather freeze prevention.

## 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	127,934	127,065	869	31	28
3902	Jeff Miller	3,262	2,799	463	16.5	28
3903	John Pierce	35,071	34,802	269	9.6	28
3904	Ken Jones	29,010	28,757	253	9	28
3906	Waylon S.	21,134	20,977	157	5.6	28
3905	Kurt Stromp	3,021	2,616	405	14.5	28
3907	Ken Sinisi	68,468	67,918	550	19.6	28
3908	Dump Truck	33,818	33,759	59	2.1	28

Town of Ponce Inlet  
 Monthly Report  
 February 2015

**Financial Summary - key funds**

<b>Revenues</b>	<b>Budget</b>	<b>February</b>	<b>Year to Date</b>	<b>Encumbered</b>	<b>Budget Balance</b>	<b>% YTD Budget</b>
001 Fund - General Fund	5,647,383	162,478	4,034,929		1,612,454	71.45
401 Fund - Water Fund	1,311,456	111,380	417,571 **		893,885	31.84
402 Fund - Refuse Fund	170,003	14,429	56,943 **		113,060	33.50
403 Fund - Sewer Fund	911,802	84,168	299,917 **		611,885	32.89

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

**Expenditures**

001 Fund - General fund	5,647,383	333,150	2,044,011	822	3,602,550	36.21
401 Fund - Water Fund	1,311,456	84,243	463,913		847,543	35.37
402 Fund - Refuse Fund	170,003	12,418	72,268		97,735	42.51
403 Fund - Sewer Fund	911,802	62,263	215,265		696,537	23.61

**Summary of Utility Billing Accounts**

<b>Accounts</b>	<b>Residential</b>	<b>Condo</b>	<b>Commercial</b>	<b>Total</b>
Water	1,119	41	45	1,205
Water - irrigation	82	30	7	119
Sewer	751	40	31	822
Refuse	993	1	0	994
Occupant change	3			
Meter changes	97			
Disconnects	1			
Meter information	12			

**Accounts Payable**

	Number	Amount
Checks issued in February	97	258,250.69

**Investments**

Bank	Amount	Rate	Term	Maturity
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
Golden Sachs/SunTrust	248,000	0.90	24 months	2/11/2017
Goiden Sachs/Wells Fargo	250,000	1.00	24 months	2/17/2017
BankUnited/Money Market	500,000	0.40		