



**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: April 10, 2015  
Subject: Monthly Report for March 2015

**GENERAL**

Description	Qty Month
FP&L Street Light Outage Reports (Davies Park-2) (Oceanside-1)	3
New Water Meters Installed	85
Row Permits(65 S. Turn)(120 Old Carriage)(40 Pompano)(4784 Michael)	4
ROW Mechanical Sweeping (Debris Collection)	16 YDS
Service Orders – Water (incl. disconnects, reconnects, new customers, re-reads, etc)	21
Utility Locates Completed	19
Water Breaks (Front Street)	1
Work Orders	33

1.

**STAFF NEWS**

1. John Pierce took online classes (FWPCOA) for CEU's and renewed his Class 3 Distribution System Operator Licensing which is now active until 4/30/2017.
2. Kurt Stromp attended the FW&PCOA Water Distribution Level 3 course in Ft. Pierce from March 15<sup>th</sup> to March 20<sup>th</sup>, 2015.
3. Jeff Miller attended the FW&PCOA Backflow Repair course in Ft. Pierce from March 18<sup>th</sup> to March 20<sup>th</sup>, 2015.

## Public Works Monthly Report For March 2015

### PROJECTS

1. TIMUCUAN OAKS – Brazilian Pepper Tree Removal - *Continuous*
2. TOWN HALL- Sod replenishment-*Completed*
3. TOWN WIDE – Hydrant Flushing - *Continuous*
4. TOWN WIDE – Water Meter Replacement - *In Progress*
5. TOWN WIDE – Dead Bay Tree and Stump Removal - *In Progress*
6. TOWN WIDE – Update all clocks and timers due to time change-*Completed*
7. WATER – Backflow Prevention Project update sent to County – *Continuous*
8. WATER TAPS- 30 Calumet & 4822 S. Peninsula-*Completed*
9. WATER LINE REPAIR- Beach Street & Front Street-*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

### 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)
- MAINTENANCE TECHS - Check Stormwater System
6. MAINTENANCE TECHS - Town wide - pick up Storm Debris
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 - Empty & Re-Stock Dogi-Pot Stations
12. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes
13. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to ..... Age, Weather, Vandalism and Theft)
14. MAINTENANCE TECHS - Take Delivery of Fuel / Weekly Tank "Sticks"
15. MAINTENANCE TECHS - Weekly Fuel Tank Inspections

## Public Works Monthly Report For March 2015

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 all  
..... Commercial, 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. ADMIN- Phone conference with Sensus Meters regarding issues on a faulty meter, and obtained a Return Authorization for it.
31. ADMIN- Corresponded with the Sign Rep regarding finalizing the new Town Sign.
32. ADMIN-Update Employee Roster with APWA.
33. ADMIN-Update all Public Works Information Notebooks & SOP records.
34. ADMIN-Communicate with residents and property owners regarding the Front Street/Beach Street Valve Repair and Boil Water Notice.
35. ADMIN-Communicate with the P.D. regarding a Code Red Event for the Boil Water Notice.
36. ADMIN-Coordinate Licensing, Schooling, and Travel Details for employees.
37. ADMIN-Order Uniforms and arrange monogramming.
38. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance
39. TH/PD/FD/PW - Routine Generator Maintenance
40. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE  
(Set-up signs & preparation for Private Events)

### MISCELLANEOUS MAINTENANCE AND DUTIES

1. **143 BEACH STREET-** Put Drinking Fountains out of service due to the Boil Water Notice.
2. **BEACH STREET/FRONT STREET/SAILFISH-** Handed out Scheduled Water Outage Notices, Boil Water Doortags, then a Boil Water Recission notice after the Boil Water Notice was lifted.
3. **BEACH STREET/FRONT STREET-** Dug up 2" Valve during water break.
4. **BEACH STREET/FRONT STREET-** Performed 2" Valve replacement.
5. **BOUNTY LANE-** Cleaned up sand and debris after water break at Front Street.
6. **COMMUNITY CENTER-** Delivered Dump Truck, and assisted with brush removal and dumping.
7. **DAVIES PARK-**Temporarily removed the picnic tables, pressure washed to clean, and replaced foot boards as needed. Returned back to the upon completion.
8. **DAVIES PARK-** Marked street lights that were out for easy location for FPL to replace the bulbs.
9. **DAVIES PARK-** Located shorted wires, reset the control panel, and tested, adjusted, and replaced sprinkler heads.
10. **FIRE DEPT.-** Installed a new dishwasher, removed the old one, and hauled it off.
11. **HAPPY TAILS-** Sprayed off and bleached the fence at the Dog Park to remove discoloration.
12. **SEA LOVE BOATWORKS-** Installed a "No Parking" sign.
13. **PONCE PRESERVE-** Switched out the door hinges on the Men's Restroom Door.

## Public Works Monthly Report For March 2015

14. **PUBLIC WORKS** – Maintained and repaired Hedger, Chain Saws, Pole Saws, Weed Whacker, Blower, and Mowers.
15. **PUBLIC WORKS**- Addressed a hydraulic leak on the backhoe. Replaced the hydraulic line.
16. **PUBLIC WORKS**- Repaired the exhaust pipe on the generator at Public Works.
17. **PUBLIC WORKS**- Installed a new trailer hitch on the John Deere Gator.
18. **TOWN HALL**- Worked on multiple sprinkler zones that were malfunctioning.

### 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 (March)
3901	Keith Gunter	129,088	127,934	1,154	37.23	31
3902	Jeff Miller	4,410	3,262	1148.0	37.03	31
3903	John Pierce	35,439	35,071	368	11.87	31
3904	Ken Jones	29,010	29,010	0	0	31
3906	Waylon S.	21,638	21,134	504	16.26	31
3905	Kurt Stromp	3,751	3,021	730	23.55	31
3907	Ken Sinisi	69,011	68,468	543	17.52	31
3908	Dump Truck	33,854	33,818	36	1.16	31

### VEHICLE MAINTENANCE NOTES

1. Vehicle #3902 to Mullinax Ford for Multi-Point Service Inspection, and to perform a recall on the Seat Track Clearance.

Town of Ponce Inlet  
 Monthly Report  
 March 2015

**Financial Summary - key funds**

<b>Revenues</b>	<b>Budget</b>	<b>March</b>	<b>Year to Date</b>	<b>Encumbered</b>	<b>Budget Balance</b>	<b>% YTD Budget</b>
001 Fund - General Fund	5,647,383	196,193	4,249,960		1,397,423	75.26
401 Fund - Water Fund	1,311,456	100,047	517,618 **		793,838	39.47
402 Fund - Refuse Fund	170,003	14,569	71,512 **		98,491	42.07
403 Fund - Sewer Fund	911,802	88,644	388,561 **		523,241	42.61

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

**Expenditures**

001 Fund - General fund	5,647,383	354,568	2,399,401	27,297	3,220,685	42.97
401 Fund - Water Fund	1,311,456	87,822	551,735	3,783	755,938	42.36
402 Fund - Refuse Fund	170,003	12,453	84,721		85,282	49.83
403 Fund - Sewer Fund	911,802	84,168	299,433		612,369	32.84

**Summary of Utility Billing Accounts**

<b>Accounts</b>	<b>Residential</b>	<b>Condo</b>	<b>Commercial</b>	<b>Total</b>
Water	1,120	41	46	1,207
Water - irrigation	82	30	7	119
Sewer	746	40	32	818
Refuse	990	1	0	991
Occupant change	11			
Meter changes	64			
Disconnects	0			
Meter information	11			

**Accounts Payable**

	Number	Amount
Checks issued in March	136	314,400.79

**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
Golden Sachs/Wells Fargo	250,000	1.00	24 months	2/17/2017
BankUnited/Money Market	501,651	0.40		