



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: May 11, 2015
Subject: Monthly Report for April 2015

GENERAL

Description	Qty Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	70
ROW Permits (37 Oceanway, 115 Ponce de Leon)	2
ROW Mechanical Sweeping (Debris Collection)	5 YDS
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	40
Utility Locates Completed	18
Water Breaks	0
Work Orders	27

STAFF NEWS

1. Kurt Stromp - attended a course and now is a Certified Stormwater Operator 1.
2. Waylon Severson- attended a course and now is a Certified Stormwater Operator 1.
3. Ken Jones-Completed Online courses and renewed his licensing for Distribution ...System Operator, Class 3.

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. TOWN WIDE - Yearly Tree Canopy Trimming – *Completed*
6. TOWN WIDE – Stormdrain Cleaning- *In Progress*
7. WATER – Backflow Prevention Project update sent to County – *Continuous*
8. WATER- Yearly CCR Water Quality Report- *In Progress*
- 9.

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

EVENTS

1. Ponce Preserves The Planet.-Prepared the Park, delivered tables, chairs, extension cords, traffic cones which we set, placed Barricades at the Boat Ramp Lot, and cleaned up afterwards.
2. Easter Party-Prepared the Park, sprayed for ants, turned the electric on and sprinklers off the day of the Party. Delivered the Wicker Chair for the Easter Bunny to sit in along with tables, and brought them back to Public Works afterwards.
3. Community Center- Set up /tear down of tables & chairs for Volunteer Appreciation Banquet

VII. MONTHLY TASKS

1. ADMIN - Review Water Reads (2x / month).
2. ADMIN - Review & Input Payroll (2x / month).
3. ADMIN - Prepare Accts Payable , Update In Code & Budget Spreadsheet (Weekly)
4. ADMIN - Prepare Public Works Monthly Status Report.
5. ADMIN - Prepare Monthly AFC Fuel Consumption Reports.
6. ADMIN - Maintain AFC Fuel System Vehicle Database Updates/Modifications.
7. ADMIN - Research & Coordinate Vendor Quotes.
8. ADMIN - Maintain Records for Backflow Prevention Device Testing of allCommercial, Multi Family & Government Facilities Town-Wide.
9. ADMIN - Coordinate Removal of Deceased Animals with Waste Mgmt.

10. ADMIN - Coordinate Removal of Residents Yard Debris with Waste Mgmt.
11. ADMIN- Coordinate Meetings for Public Works General Manager.
12. ADMIN- Coordinate RMA numbers on faulty Sensus Meters.
13. ADMIN- Data Logged Meters for trouble shooting on problem meters.
14. ADMIN- Multiple conversations with the Sensus Rep. for clarity on Meter Issues.
15. ADMIN- Met with the Sensus Meter Rep. regarding water intrusion issues on the
.....Sensus Meters and established a game plan on recognizing possible
.....faulty Meters in the future based on serial numbers.
16. ADMIN- Coordinated the Town-Wide Tree Trimming Project with the Tree
.....Contractor.
17. ADMIN-Coordinated the Town-Wide Stormdrain Cleaning Project with the Vac
.....Truck Vendor.
18. ADMIN-Obtained all information for the CCR Water Quality Report and dealt with
.....Florida Dept. of Environmental Protection multiple times to get report
.....approved for our annual mail out.
19. ADMIN-Coordinated printing of the Annual CCR through our Vendor, and set up
.....for delivery of the printed product to the mailing service.
20. ADMIN- Coordinated with Valerie in Utility Billing to get an accurate count and a
.....mailing list to be forwarded on to the mailing service.
21. ADMIN- Dealt with customer complaints regarding the Tree Trimming Project and
.....its inconvenience.
22. ADMIN-Reviewed our Maintenance Tech Licensing requirements, arranged for
.....License Renewals where necessary (Ken Jones), and applied for new
.....Licensing (Kurt Stromp).
23. ADMIN- Coordinated and scheduled employees for upcoming training courses.
24. ADMIN- Fabricated a new system for maintaining employee Licensing Compliance
.....and timeliness of renewals.
25. ADMIN-Forwarded on all applicable licensing and certifications of our employees
.....to Kim in H.R
26. ADMIN-Worked heavily on budget preparation and submittal.
27. WATER -Obtained Water Samples & Sent to City of Port Orange for Processing.
28. WATER -Obtained Sample Results, Mail Originals to Volusia County Health Dept.
29. WATER -Read Water Meters (2x / month).
30. WATER -Multiple Rereads, Service Orders & Meter Swaps (2x/ month).
31. MAINTENANCE TECHS - Set A/C (before & after every Council Meeting).
32. MAINTENANCE TECHS - Check Stormwater System.
33. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
34. MAINTENANCE TECHS - Stormwater Retention Pond Maintenance (Mowing,
..... Treatments & Service Work on the Fountains)
35. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation)
36. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance
37. MAINTENANCE TECHS - Check VMB (Variable Message Board) Batteries
38. MAINTENANCE TECHS - Emptied & Re-Stocked Dogi-Pot Stations
39. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes
40. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to
..... Age, Weather, Vandalism and Theft)
41. MAINTENANCE TECHS - Take Delivery of Fuel / Weekly Tank “Sticks”
42. MAINTENANCE TECHS - Weekly Fuel Tank Inspections
43. MAINTENANCE TECHS - Deliver Recycle Bins
44. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly)
45. MAINTENANCE TECHS - Equipment Repairs & Maintenance
46. JANITORIAL - Inventoried and Ordered Janitorial Supplies
47. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance.
48. TH/PD/FD/PW - Routine Generator Maintenance.
49. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE
(Set-up signs & preparation for Private Events)

MISCELLANEOUS MAINTENANCE AND DUTIES

1. **COMMUNITY CENTER**- Cut up old bicycle rack and dispose of it.
2. **DAVIES PARK**- Pressure washed restrooms.
3. **FIRE DEPT.** - Pressure Washed buildings and sidewalk.
4. **FIRE DEPT**- Installed new mulch.
5. **FIRE DEPT**-Looked at broken toilet, and replaced the handle and diaphragm.
6. **INLET POINT/JENNIFER**- Performed troubleshooting then replaced faulty Fountain Pump in the Stormwater Pond.
7. **POLLARD PARK**- Replaced fence ties at the facility.
8. **POLICE DEPT.**- Cleaned up blood splatter in the Holding Cell.
9. **POLICE DEPT.**- Thoroughly cleaned the windows.
10. **POLICE DEPT.**-Repaired leaky spigot on the West Side of the building.
11. **PONCE PRESERVE**- Added Mulch to the Preserve Playground Area.
12. **PONCE PRESERVE**- Added Fresh sand to the Play Sand Areas.
13. **PONCE PRESERVE**- Cleared and prepped the trails in preparation for the Ponce Event.
14. **PONCE PRESERVE**-Placed reflectors on the posts in the Parking Lot.
15. **PONCE PRESERVE**- Fabricated a custom installation for Tree Stump Seats at the Playground.
16. **TIMUCUAN OAKS**- Repaired and Maintained Silt Fencing.
17. **TOWN HALL**- Moved filing cabinet into Ami's Office at Town Hall.
18. **TOWN HALL**- Programmed and Secured Variable Message Board for Turtle Day, and then return to Public Works upon Completion of the Event.
19. **TOWN HALL**- Thoroughly cleaned the windows on the Council Chambers and the Admin. Office.
20. **PUBLIC WORKS**- Outlined all Meter Reads on a Town Map for Amy D.
21. **PUBLIC WORKS**- Replaced Door in Building "B".
22. **PUBLIC WORKS** – Repaired Hedger, Chain Saws, Pole Saws, Weed Whacker, Blower, Mower.
23. **PUBLIC WORKS**- Presented data for the CCR Report to be submitted to Florida D.E.P.
24. **PUBLIC WORKS**- Performed Troubleshooting then repairs on exterior lighting fixture.

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	130,240	129,088	1,152	38.40	30
3902	Jeff Miller	4,618	4,410	208	6.93	30
3903	John Pierce	35,787	35,439	348	11.60	30
3904	Ken Jones	29,432	29,010	422	14.07	30
3906	Waylon Severson	22,132	21,638	494	16.47	30
3905	Kurt Stromp	4,238	3,751	487	16.23	30
3907	Ken Sinisi	69,515	69,011	504	16.80	30
3908	Dump Truck	33,913	33,854	59	1.97	30

VEHICLE MAINTENANCE NOTES

1. Vehicle 3903 had a faulty ignition coil replaced and received a new set of 4 Tires.

Town of Ponce Inlet
 Monthly Report
 April 2015

Financial Summary - key funds

Revenues	Budget	April	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,647,383	224,980	4,476,238		1,171,145	79.26
401 Fund - Water Fund	1,311,456	112,327	629,945 **		681,511	48.03
402 Fund - Refuse Fund	170,003	14,607	86,119 **		83,884	50.66
403 Fund - Sewer Fund	911,802	80,890	469,450 **		442,352	51.49

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

Expenditures

001 Fund - General fund	5,647,383	333,383	2,732,421	13,780	2,901,182	48.63
401 Fund - Water Fund	1,311,456	100,904	652,639	992	657,825	49.84
402 Fund - Refuse Fund	170,003	12,501	97,221		72,782	57.19
403 Fund - Sewer Fund	911,802	88,644	388,077		523,725	42.56

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,119	41	46	1,206
Water - irrigation	80	30	7	117
Sewer	748	40	32	820
Refuse	984	1	0	985
Occupant change	10			
Meter changes	47			
Disconnects	1			
Meter information	19			

Accounts Payable

	Number	Amount
Checks issued in April	110	287,558.12

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
Heritage 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	502,278	0.40		