



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: June 8, 2015
Subject: Monthly Report for May 2015

GENERAL

Description	Qty Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	13
ROW Permits (104 Old Carriage, 40 Pompano, 38 Inlet Point)	3
ROW Mechanical Sweeping (Debris Collection)	4YDS
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	66
Utility Locates Completed	14
Water Breaks	0
Work Orders	21

STAFF NEWS

1. The entire Public Works staff attended a CPR/AED Certification Course.

PROJECTS

1. SAILFISH DRIVE - Shell replenishment and grading-*Completed*
2. TIMUCUAN OAKS – Brazilian Pepper Tree Removal - *Continuous*

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

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. 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 all
.....Commercial, 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 Log Meters for trouble shooting on problem meters.
14. ADMIN- Multiple conversations with the Sensus Rep. for clarity on Meter Issues.
15. ADMIN- Continued communication with the Sensus Rep. regarding water intrusion
.....issues on the Sensus Meters and on recognizing possible faulty Meters
.....in the future based on serial numbers.
16. ADMIN- Coordinated the Shell replenishment and Grading Project on Sailfish Dr.
.....with the Contractor.
17. ADMIN - Coordinated the Town-Wide Stormdrain Cleaning Project with the Vac
.....Truck Vendor.

18. AMMIN- Coordinated with Jeni at the FD to get the 2014 CCR Water Quality
.....Report posted on the Town Website, and on the local TV Channel per
.....compliance requirements.
19. ADMIN- Organized delivery of the 2014 CCR Water Quality Report to the
.....Community Center, Condominiums, PD, TH, and Public Works per
.....compliance requirements.
20. ADMIN- Completed the Certificate of Delivery on the 2014 CCR Water Quality
.....Report and sent certified mail to Pat Carrico, thus completing the
.....requirements.
21. ADMIN- Dealt with customer complaints and concerns, and followed through with
.....solutions where possible.
22. ADMIN- Coordinated and scheduled employees for upcoming training courses.
23. ADMIN- Forwarded on all applicable licensing and certifications of our employees
.....to Kim in H.R
24. ADMIN- Worked heavily on budget preparation and submittal.
25. WATER - Obtained Water Samples & Sent to City of Port Orange for Processing.
26. WATER - Obtained Sample Results, Mail Originals to Volusia County Health Dept.
27. WATER - Read Water Meters (2x / month).
28. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month).
29. MAINTENANCE TECHS - Set A/C (before & after every Council Meeting).
30. MAINTENANCE TECHS - Check Stormwater System.
31. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
32. MAINTENANCE TECHS - Stormwater Retention Pond Maintenance (Mowing,
.....Treatments & Service Work on the Fountains)
33. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation)
34. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance
35. MAINTENANCE TECHS - Check VMB (Variable Message Board) Batteries
36. MAINTENANCE TECHS - Emptied & Re-Stocked Dogi-Pot Stations
37. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes
38. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to age,
.....Weather, Vandalism and Theft)
39. MAINTENANCE TECHS - Take Delivery of Fuel / Weekly Tank “Sticks”
40. MAINTENANCE TECHS - Weekly Fuel Tank Inspections
41. MAINTENANCE TECHS - Deliver Recycle Bins
42. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly)
43. MAINTENANCE TECHS - Equipment Repairs & Maintenance
44. JANITORIAL - Inventoried and Ordered Janitorial Supplies
45. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance.
46. TH/PD/FD/PW - Routine Generator Maintenance.
47. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up signs &
.....preparation for Private Events)

MISCELLANEOUS MAINTENANCE AND DUTIES

1. **143 BEACH STREET-** Built a storage shed at the Public Works Yard, then transported it, and set it up at the Museum for Storm Shutter Storage.
2. **BUILDING DEPT. -** Installed a new toolbox onto vehicle #2403.
3. **COMMUNITY CENTER-** Installed Bollards, filled holes in with concrete, and patched the asphalt around them.
4. **DAVIES PARK-** Cut down and removed a dead bay tree.
5. **DAVIES PARK-** Steam cleaned all grout and tile in the restrooms.
6. **FIRE DEPT. -** Cleaned the A/C Coils.
7. **FIRE DEPT-** Adjusted run times and watering days for the irrigation system.
8. **HAPPY TAILS-** Repaired the gate at the Dog Park.
9. **HAPPY TAILS-** Sprayed for bugs and fleas.
10. **JERRY’S REST. -** Replaced Meter Box Lid as the old one was destroyed.

11. **LINKS VILLAGE-** Cleaned, prepped and replaced 4" Water Meter.
12. **N. TOWN LIMITS-** Installed a water spigot, new sod, and cut back trees in preparation for the new Town Sign that is to be installed.
13. **POLICE DEPT. -** Fixed faulty irrigation pipe.
14. **POLICE DEPT. -** Pressure washed and scrubbed the facility including the building, sidewalks and parking bumpers.
15. **POLICE DEPT. -** Steam cleaned all grout and tile in the building.
16. **PONCE PRESERVE-** Painted the yellow parking lines.
17. **PONCE PRESERVE-** Raked and refreshed the sand in the play area.
18. **PONCE PRESERVE-** Cleaned up large amounts of very vile trash and disinfected.
19. **PONCE PRESERVE-** Trimmed up the trees that were overhanging the parking area.
20. **PUBLIC WORKS-** Replaced Door in Building "B", including new door knob.
21. **PUBLIC WORKS-** Repaired Hedger, Chain Saws, Pole Saws, Weed Whacker, Blower, Mower.
22. **PUBLIC WORKS-** Fabricated, Painted, and installed a bracket/shelf to house the new Router installed by the IT Dept.
23. **PUBLIC WORKS-** Installed a new battery into the emergency generator.
24. **PUBLIC WORKS-** Steam Cleaned all grout and tile in the Public Works Building.
25. **PUBLIC WORKS-** Worked on the faulty sprinkler system at the Public Works Yard.
26. **S. ATLANTIC PARK-** Prepped and painted white and blue handicap parking lines.
27. **TIMUCUAN OAKS-** Repaired Silt Fencing and added an additional stake for stability.
28. **TIMUCUAN OAKS-** Cut down, removed, and discarded two trees.
29. **TOWN HALL-** Cleaned the A/C Coils.
30. **TOWN HALL-** Pressure washed and cleaned the entire exterior of the facility.
31. **TOWN HALL-** Repaired leaking refrigerator line in the Break Room.
32. **TOWN HALL-** Steam cleaned all grout and tile.

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 (MAY)
3901	Keith Gunter	131,127	130,240	887	28.61	31
3902	Jeff Miller	5,190	4,618	572	18.45	31
3903	John Pierce	36,027	35,787	240	7.74	31
3904	Ken Jones	29,949	29,432	517	16.68	31
3906	Waylon Severson	22,750	22,132	618	19.94	31
3905	Kurt Stromp	4,513	4,238	275	8.87	31
3907	Ken Sinisi	70,064	69,515	549	17.71	31
3908	Dump Truck	33,935	33,913	22	.71	31

VEHICLE MAINTENANCE NOTES

1. Vehicle #3904 was taken in for routine service.

Town of Ponce Inlet
 Monthly Report
 May 2015

Financial Summary - key funds

Revenues	Budget	May	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,647,383	161,831	4,637,571		1,009,812	82.12
401 Fund - Water Fund	1,311,456	115,718	745,781 **		565,675	56.87
402 Fund - Refuse Fund	170,003	14,551	100,670 **		69,333	59.22
403 Fund - Sewer Fund	911,802	84,334	553,806 **		357,996	60.74

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

Expenditures

001 Fund - General fund	5,647,383	335,209	3,068,478	20,804	2,558,101	54.70
401 Fund - Water Fund	1,311,456	107,739	760,792	1,413	549,251	58.12
402 Fund - Refuse Fund	170,003	12,619	109,840		60,163	64.61
403 Fund - Sewer Fund	911,802	80,890	468,966		442,836	51.43

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,121	41	46	1,208
Water - irrigation	81	30	7	118
Sewer	746	40	32	818
Refuse	970	1	0	971
Occupant change	9			
Meter changes	6			
Disconnects	0			
Meter information	10			

Accounts Payable

	Number	Amount
Checks issued in May	135	329,649.56

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	502,278	0.40		