



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 Wit, Town Manager
From: Emily C. Kroeger, Finance Manager
Date: July 1, 2015
Subject: Monthly Report for June 2015

GENERAL

Description	Qty Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	4
ROW Permits	0
ROW Mechanical Sweeping (Debris Collection)	10yards
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	45
Utility Locates Completed	30
Water Breaks(4739-4741S.Atlantic) (Las Olas- Arena Blanca	2
Work Orders	22

STAFF NEWS

1. We shared our last day with Ken Sinisi on June 5th, as he has officially retired.
2. Ken Jones will be taking over Ken Sinisi's route from here forward, and will now be ...driving truck #3907.
3. Kevin Culver is now a member of the Public Works Staff, and will be taking over Ken ...Jones' old route. He will be assigned vehicle #3904 (Ken Jones' prior vehicle).
4. Kurt Stromp passed the testing for his State Licensing for Water Distribution SystemOperator Level III.

5. John Pierce tested for his Backflow Recertification Licensing.
6. Waylon Severson attended, and successfully passed an Intermediate FDOT Work ...Zone Traffic Control 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- *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. 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- Prepare Service Orders for Meter re-reads, Occupant Changes, Suspected Meter issues, etc.
7. ADMIN - Maintain AFC Fuel System Vehicle Database Updates/Modifications.
8. ADMIN - Research & Coordinate Vendor Quotes.
9. ADMIN - Maintain Records for Backflow Prevention Device Testing of all Commercial, Multi Family & Government Facilities Town-Wide.
10. ADMIN - Coordinate Removal of Deceased Animals with Waste Mgmt.
11. ADMIN - Coordinate Removal of Residents Yard Debris with Waste Mgmt.
12. ADMIN- Coordinate Meetings for the Public Works General Manager.
13. ADMIN- Coordinate RMA numbers on faulty Sensus Water Meter Products.

14. ADMIN- Data Log Meters for trouble shooting on problematic or irregular meters.
15. ADMIN- Coordinate Maintenance on Public Works Vehicles.
16. ADMIN- Continued communication with the Sensus Rep. regarding water intrusionissues on the Sensus Meters and on recognizing possible faulty Metersin the future based on serial numbers.
17. ADMIN- Attended the Public Works Luncheon at the EOC in Volusia County onHurricane Preparedness.
18. ADMIN –Attended a Pre-Bid Meeting for the upcoming Water SystemImprovement Project.
19. AMMIN- Attended the Bid Meeting for the upcoming Water System ImprovementProject.
20. ADMIN- Prepared a Matching Safety Incentive Application.
21. ADMIN- Dealt with customer complaints and concerns, and followed through withsolutions where possible.
22. ADMIN- Coordinated and scheduled employees for upcoming training courses.
23. ADMIN- Forwarded on all applicable licensing and certifications of our employeesto Kim in H.R
24. ADMIN- Worked heavily on continued 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-**
2. **BUSCHMAN DRIVE-** Cut up and removed fallen tree.
3. **BUSCHMAN DRIVE-** Worked with Bee Relocation Company to relocate a large bee hive on Buschman and S. Peninsula. Provided traffic control and equipment.
4. **COMMUNITY CENTER-** Installed Bollard Covers.
5. **DAVIES PARK-** Mulched the Park.
6. **EAST WINDS CONDO-** Cleaned, prepped and replaced 4” Water Meter.
7. **EAST WINDS CONDO-** Repaired sprinkler system that was damaged during meter change.

8. **FIRE DEPT.** – Sanded and painted the railing as well as touched up the building.
9. **HAPPY TAILS-** Mulched necessary areas.
10. **HAPPY TAILS-** Spread crushed stone where depleted.
11. **HAPPY TAILS-**Sprayed bug and flea prevention.
12. **JANA DRIVE-** Shut off water to home due to interior water leak.
13. **JERRY'S REST.** – Repaired the sidewalk and placed crushed stone.
14. **LINKS VILLAGE-** Cleaned, prepped and replaced 4" Water Meter.
15. **N. TOWN LIMITS-**Cut sidewalk and prepped site for the upcoming Town Sign replacement.
16. **POLLARD PARK-** Spread Mulch where needed.
17. **POLLARD PARK-** Cut up and hauled off fallen tree.
18. **POLLARD PARK-** Installed a Wind Screen on the Tennis Courts.
19. **PONCE PRESERVE-** Installed new fitness equipment.
20. **PONCE PRESERVE-** Painted parking lines.-
21. **PUBLIC WORKS-** Repeated attempts to troubleshoot and repair the faulty gates.
Sanded down the bottom rails of South Side gate to remove rust.
22. **PUBLIC WORKS-** Worked on the Sprinkler System in the Work Yard.
23. **PUBLIC WORKS-** Spread Crushed Rock in the Work Yard.
24. **S. ATLANTIC AVE-** Repaired Water Line Break
25. **TOWN HALL-** Installed window tinting/film to specific offices.
26. **TOWN HALL-** Hung 4th of July Banners.
27. **TOWN HALL-** Moved around furniture due to office changes.
28. **TOWN HALL-** Patched up walls and re-painted after office relocations.

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 (June)
3901	Keith Gunter	132,189	131,127	1,062	35.40	30
3902	Jeff Miller	5,848	5,190	658	21.93	30
3903	John Pierce	36,414	36,027	387	12.90	30
3904	Kevin Culver	30,588	29,949	639	21.30	30
3906	Waylon Severson	23,299	22,750	549	18.30	30
3905	Kurt Stromp	4,924	4,513	411	13.70	30
3907	Ken Jones	70,524	70,064	460	15.33	30
3908	Dump Truck	34217	33,935	282	9.4	30

VEHICLE MAINTENANCE NOTES

1. Truck #3904 went in for Maintenance.

Town of Ponce Inlet
 Monthly Report
 June 2015

Financial Summary - key funds

Revenues	Budget	June	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,647,383	191,652	4,829,508		817,875	85.52
401 Fund - Water Fund	1,311,456	138,641	884,422 **		427,034	67.44
402 Fund - Refuse Fund	170,003	14,397	115,068 **		54,935	67.69
403 Fund - Sewer Fund	911,802	87,013	640,819 **		270,983	70.28

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

Expenditures

001 Fund - General fund	5,647,383	392,743	3,461,188	14,209	2,171,986	61.54
401 Fund - Water Fund	1,311,456	96,277	857,494	95,673	358,289	72.68
402 Fund - Refuse Fund	170,003	12,440	122,280		47,723	71.93
403 Fund - Sewer Fund	911,802	84,334	553,301		358,501	60.67

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,122	42	46	1,210
Water - irrigation	81	30	7	118
Sewer	750	40	32	822
Refuse	973	1	0	974
Occupant change	13			
Meter changes	5			
Disconnects	0			
Reconnect	1			
Meter information	7			

Accounts Payable

	Number	Amount
Checks issued in June	117	624,194.78

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		