



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: August 17, 2015
Subject: Monthly Report for July 2015

GENERAL

Description	Qty Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	4
ROW Permits(4968 S. Peninsula, 134 Old Carriage)	2
ROW Mechanical Sweeping (Debris Collection)	6 YDS
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	44
Utility Locates Completed	31
Water Breaks(Inlet Harbor Road/Kelly Bea, 4741 S. Atlantic)	2
Work Orders	21

STAFF NEWS

1. Kurt Stromp received his State Licensing for Distribution System Operator after successfully passing the State Test.

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. TOWN WIDE—Locate and repair trip hazards on the sidewalks -*Continuous*
9. WATER – Backflow Prevention Project update sent to County – *Continuous*
10. WATER—THM/HAAA5 Testing-*Completed*
11. 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 Residential 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- Dealt with customer complaints and concerns, and followed through withsolutions where possible.
18. ADMIN- Coordinated and scheduled employees for upcoming training courses.
19. ADMIN- Forwarded on all applicable licensing and certifications of our employeesto Kim in H.R
20. ADMIN- Worked on continued budget preparation and submittal.
21. WATER - Obtained Water Samples & Sent to City of Port Orange for Processing.
22. WATER - Obtained Sample Results, Mail Originals to Volusia County Health Dept.
23. WATER - Read Water Meters (2x / month).
24. WATER - Multiple Rereads, Service Orders & Meter Swaps (2x/ month).
25. WATER- Tested and prepared mandated reports for Backflow Devices.
26. MAINTENANCE TECHS - Set A/C (before & after every Council Meeting).
27. MAINTENANCE TECHS - Check Stormwater System.
28. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
29. MAINTENANCE TECHS - Stormwater Retention Pond Maintenance (Mowing,Treatments & Service Work on the Fountains)
30. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing, Trim Vegetation)
31. MAINTENANCE TECHS - Boat Ramp Dock Inspections & Maintenance
32. MAINTENANCE TECHS - Check VMB (Variable Message Board) Batteries
33. MAINTENANCE TECHS - Emptied & Re-Stocked Dogi-Pot Stations
34. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders & Patch Holes
35. MAINTENANCE TECHS - Street Sign Maintenance & Replacement (Due to age,Weather, Vandalism and Theft)
36. MAINTENANCE TECHS - Take Delivery of Fuel / Weekly Tank "Sticks"
37. MAINTENANCE TECHS - Weekly Fuel Tank Inspections
38. MAINTENANCE TECHS - Deliver Recycle Bins
39. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly)
40. MAINTENANCE TECHS - Equipment Repairs & Maintenance
41. JANITORIAL - Inventoried and Ordered Janitorial Supplies
42. PW, TH, PD, FD, CC, Museum - Buildings & Grounds Maintenance.
43. TH/PD/FD/PW - Routine Generator Maintenance.
44. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up signs &preparation for Private Events)

MISCELLANEOUS MAINTENANCE AND DUTIES

1. **134 OLD CARRIAGE-** Repaired a pot hole.
2. **143 BEACH STREET-** Painted Hurricane Shutter attachment screws to match the building, and touched up areas as needed.
3. **143 BEACH STREET-** Repaired a faulty electrical outlet.
4. **143 BEACH STREET-** Repaired a faulty door (weather) sweep.
5. **143 BEACH STREET-** Scraped off old paint from the hand dryers, cleaned up, and repainted them.
6. **BUSCHMAN DRIVE-** Cut up and removed a fallen tree.
7. **CEMETERY-** Removed several problematic trees, and cleaned up misc. leaves and debris.
8. **DAVIES PARK-** Installed a new infant swing.

9. **DAVIES PARK-** Cut and hauled off three problematic trees, and cleaned up misc. leaves and debris.
10. **FIRE DEPT. –** Repaired the sensor on the overhead door, re-wired the object sensor, and re-aligned reflector.
11. **KELLY BEA CT-** Responded to a water break, repaired the break, and followed the protocol for a Boil Water Notice.
12. **N. TOWN LIMITS-** Prepped for the new Town Sign including removing the existing sidewalk, digging a trench for the new lighting, running new irrigation line, setting new sprinklers and a spigot.
13. **N. TOWN LIMITS-** Placed new sod and landscaping at the location of the Town Sign.
14. **POLICE DEPT. -** Responded to A/C overflow, cleaned up water leakage, and cleaned up additional messes caused from the incident.
15. **POLICE DEPT. -** Adjusted and reset the timers for the exterior lighting.
16. **PONCE PRESERVE-** Installed “No Parking” lettering in the parking lot.
17. **PUBLIC WORKS-** Repaired the gate at the facility that was failing due to corroded wiring.
18. **PUBLIC WORKS-** Painted the doors and door frames in “B” Building.
19. **PUBLIC WORKS-** Removed old fencing in preparation for a future carport installation.
20. **SAILFISH DR. -** Graded the road.
21. **SOUTHPOINT CONDO-** Cleaned, prepped, and changed out a 4" Water Meter.
22. **TIMUCUAN-** Set traps for, and removed Tortoises for relocation.
23. **TOWN HALL-** Repaired faulty sprinklers.
24. **TOWN HALL-** Moved around furniture due to office changes.

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 (July)
3901	Keith Gunter	133,301	132,189	1,112	35.87	31
3902	Jeff Miller	6,532	5,848	684	22.06	31
3903	John Pierce	36,709	36,414	295	9.52	31
3904	Kevin Culver	31,194	30,588	606	19.55	31
3906	Waylon Severson	23,825	23,299	526	16.97	31
3905	Kurt Stromp	5,505	4,924	581	18.74	31
3907	Ken Jones	70,994	70,524	470	15.16	31
3908	Dump Truck	34,489	34,217	272	8.77	31

VEHICLE MAINTENANCE NOTES

1. Truck #3907 in for new brakes.
2. Truck #3907 replaced battery.

Town of Ponce Inlet
 Monthly Report
 July 2015

Financial Summary - key funds

Revenues	Budget	July	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,647,383	86,406	4,916,157		731,226	87.05
401 Fund - Water Fund	1,311,456	128,802	1,013,225 **		298,231	77.26
402 Fund - Refuse Fund	170,003	14,367	129,435 **		40,568	76.14
403 Fund - Sewer Fund	911,802	79,501	720,320 **		191,482	79.00

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

Expenditures

001 Fund - General fund	5,647,383	552,793	4,014,032	23,149	1,610,202	71.49
401 Fund - Water Fund	1,311,456	120,633	978,567	95,186	237,703	81.87
402 Fund - Refuse Fund	170,003	12,489	134,769		35,234	79.27
403 Fund - Sewer Fund	911,802	87,013	640,314		271,488	70.23

Summary of Utility Billing Accounts

Accounts	Residential	Condo	Commercial	Total
Water	1,123	42	46	1,211
Water - irrigation	81	30	7	118
Sewer	748	40	32	820
Refuse	966	1	0	967
Occupant change	16			
Meter changes	6			
Disconnects	0			
Reconnect	0			
Meter information	7			

Accounts Payable

	Number	Amount
Checks issued in July	145	427,522.04

Investments

Bank	Amount	Rate	Term	Maturity
Central Bank of Kansas City	250,000	0.55	24 months	8/9/2015
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	2/13/2017
Golden Sachs/Wells Fargo	250,000	1.00	24 months	2/17/2017
TD Bank	250,000	0.89	24 months	7/25/2017
BankUnited/Money Market	502,278	0.40		