



**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: September 10, 2015  
Subject: Monthly Report for August 2015

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**GENERAL**

Description	Qty Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	4
ROW Permits (24 Jana Drive, 78 Beverly Hills Ave., 47 Inlet Point Blvd.)	3
ROW Mechanical Sweeping (Debris Collection)	6YDS
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	47
Utility Locates Completed	32
Water Breaks(n/a)	0
Work Orders	20

**STAFF NEWS**

1. Keith Gunter- Attended the FRWA Convention in Daytona, and took various courses regarding Water System Distribution.

## PROJECTS

1. SAILFISH DRIVE - Shell replenishment and grading-*Completed*
2. TIMUCUAN OAKS – Brazilian Pepper Tree Removal - *Continuous*
3. TOWN WIDE- Replaced faded Town Logos on Street Signs-*Completed*
4. TOWN WIDE – Hydrant Flushing - *Continuous*
5. TOWN WIDE – Water Meter Replacement - *In Progress*
6. TOWN WIDE – Dead Bay Tree and Stump Removal - *In Progress*
7. TOWN WIDE - Yearly Tree Canopy Trimming – *Completed*
8. TOWN WIDE – Stormdrain Cleaning- *Completed*
9. TOWN WIDE—Locate and repair trip hazards on the sidewalks -*Continuous*
10. WATER – Backflow Prevention Project update sent to County – *Continuous*
11. WATER—THM/HAAA5 Testing-*Completed*
12. 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 intrusion issues on the Sensus Meters,  
.....and on recognizing possible faulty Meters in the future  
.....based on serial numbers.
17. ADMIN- Dealt with customer complaints and concerns, and  
.....followed through with solutions where possible.
18. ADMIN- Coordinated and scheduled employees for upcoming  
.....training courses.
19. ADMIN- Coordinate licensing and certifications of our employees  
.....to Kim in H.R
20. ADMIN- Worked on continued budget updates.
21. ADMIN- Conducted a staff meeting with employees, including  
.....reviewing lightning safety.
22. ADMIN- Dropped off and picked up vehicles as needed for service  
.....and repair.
23. ADMIN- Coordinated storm preparation efforts for Tropical Storm  
.....Erica including scheduling extra fuel deliveries, distributing  
.....Employee Disaster Passes, making sure all  
.....contacts are updated, answering multiple resident  
.....calls inquiring about the storm and disbursed sandbags to  
.....residents.
24. ADMIN- Provided troubleshooting, made multiple phone calls, and  
.....arranged for pulsar replacement on the PV-100 Fuel  
.....System.
25. ADMIN- Delivered recycle bins to a resident .
26. ADMIN- Met with the Electrical Contractor at the new Town Sign  
.....location.
27. ADMIN- Coordinated with all employees regarding new Town ID's.
28. WATER - Obtained Water Samples & Sent to City of Port Orange  
.....for Processing.
29. WATER - Obtained Sample Results, Mail Originals to Volusia  
.....County Health Dept.
30. WATER - Read Water Meters (2x / month).
31. WATER - Multiple Rereads, Service Orders & Meter Swaps  
.....(2x/.month).
32. WATER- Tested and prepared mandated reports for Backflow  
.....Devices.
33. MAINTENANCE TECHS - Set A/C (before & after every Council  
Meeting).
34. MAINTENANCE TECHS - Check Stormwater System.
35. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
36. MAINTENANCE TECHS - Stormwater Retention Pond.  
.....Maintenance (Mowing, Treatments & Service Work on the  
.....Fountains).
37. MAINTENANCE TECHS - Right-of-Way Maintenance (Mowing,  
.....Trim Vegetation).
38. MAINTENANCE TECHS - Boat Ramp Dock Inspections &  
.....Maintenance.

39. MAINTENANCE TECHS - Check VMB (Variable Message Board)  
.....Batteries.
40. MAINTENANCE TECHS - Empty & Re-Stock Dogi-Pot  
.....Stations.
41. MAINTENANCE TECHS - Road Maintenance – Fill-in Shoulders &  
.....Patch Holes.
42. MAINTENANCE TECHS - Street Sign Maintenance &  
.....Replacement (Due to age, weather, vandalism and theft).
43. MAINTENANCE TECHS - Take Delivery of Fuel / Weekly Tank  
.....“Sticks”.
44. MAINTENANCE TECHS - Weekly Fuel Tank Inspections.
45. MAINTENANCE TECHS - Deliver Recycle Bins.
46. MAINTENANCE TECHS - Vehicle Washing & Cleaning (Weekly).
47. MAINTENANCE TECHS - Equipment Repairs & Maintenance.
48. JANITORIAL - Inventoried and Ordered Janitorial Supplies.
49. PW, TH, PD, FD, CC, Museum - Buildings & Grounds  
.....Maintenance.
50. TH/PD/FD/PW - Routine Generator Maintenance.
51. DAVIES LIGHTHOUSE PARK & PONCE PRESERVE - (Set-up  
.....signs & preparation for Private Events).

## MISCELLANEOUS MAINTENANCE AND DUTIES

1. **CANDLEWOOD LANE**- Replaced the old Stop Sign.
2. **DAVIES PARK**- Replaced the diaphragm and batteries in the ladies room west toilet.
3. **DAVIES PARK**- Cut up and hauled off a dead Bay Tree.
4. **FIRE DEPT.** - Repaired the flag pole lights.
5. **FIRE DEPT.** - Moved the table from Town Hall to the Fire Dept. per request.
6. **FIRE DEPT.** - Fixed the overhead door that was malfunctioning.
7. **HURRICANE PREP**- Ran both 3” pumps at Beach Street, and set up hoses at Beach Street and Inlet Harbor.
8. **HURRICANE PREP**- Filled all gas and diesel cans.
9. **HURRICANE PREP**- Filled all vehicles and equipment with fuel.
10. **HURRICANE PREP**- Placed the storm shutters at 143 Beach Street.
11. **HURRICANE PREP**- Verified all hand tools and equipment were in good working condition.
12. **HURRICANE PREP**- Removed the Banners at Town Hall and the Wind Screen from the Tennis Courts.
13. **INLET POINT BLVD.** - Took apart and cleaned and then re installed the fountain pump.
14. **N. TOWN LIMITS**- Painted zero mile marker at the new Town Sign Location.
15. **N. TOWN LIMITS**-Dug a trench for the electrician to access electric and irrigation.
16. **PUBLIC WORKS**-Hauled multiple loads of dirt from a County Lot/ Road Project, and placed at Public Works for future use at Timucuan Oaks.
17. **PUBLIC WORKS**- Repaired the Fuel Storage Tank Vent.
18. **PUBLIC WORKS**- Installed some new sod in problem areas near the front entrance.
19. **PUBLIC WORKS**- Repaired the exterior wall light on “Building A”.

20. **S.PENINSULA**- Cut up and removed a downed tree limb that had blocked the road.
21. **SAILFISH DR.** – Cut up and removed a limb that had fallen.
22. **SAILFISH DR.** - leveled out and graded the road.
23. **TOWN HALL**- routinely set and emptied rat traps due to an increase in rat activity.
24. **TOWN HALL**-Worked on the Air Conditioning.
25. **TOWN HALL**- Hung pictures in H.R. office after office relocations.
26. **TOWN HALL**- Replaced a faulty light fixture in the supply closet.

## 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	134,369	133,301	1,068	34.45	31
3902	Jeff Miller	7,300	6,532	768	24.77	31
3903	John Pierce	36,990	36,709	281	9.06	31
3904	Kevin Culver	31,692	31,194	498	16.06	31
3906	Waylon Severson	24,361	23,825	536	17.29	31
3905	Kurt Stromp	5,943	5,505	438	14.13	31
3907	Ken Jones	71,558	70,994	564	18.19	31
3908	Dump Truck	34,685	34,489	196	6.32	31

## VEHICLE MAINTENANCE NOTES

1. Truck #3901 in for new brakes, and an oil change & service.
2. Truck #3902 in for routine maintenance.
3. Truck #3904 in to reset engine light sensor.
4. Truck #3906 in for A/C leak check and diagnostic.
5. Truck #3906 in for A/C repair and oil change and service.

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**Financial Summary - key funds**

<b>Revenues</b>	Budget	August	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,647,383	146,269	5,062,426		584,957	89.64
401 Fund - Water Fund	1,311,456	148,784	1,162,009 **		149,447	88.60
402 Fund - Refuse Fund	170,003	14,105	143,539 **		26,464	84.43
403 Fund - Sewer Fund	911,802	99,589	819,909 **		91,893	89.92

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

**Expenditures**

001 Fund - General fund	5,647,383	373,528	4,385,574	8,904	1,252,905	77.81
401 Fund - Water Fund	1,311,456	108,552	1,087,119	94,620	129,717	90.11
402 Fund - Refuse Fund	170,003	12,453	147,222		22,781	86.60
403 Fund - Sewer Fund	911,802	78,421	719,735		192,067	78.94

**Summary of Utility Billing Accounts**

<b>Accounts</b>	Residential	Condo	Commercial	Total
Water	1,122	43	46	1,211
Water - irrigation	80	30	7	117
Sewer	747	41	32	820
Refuse	966	1	0	967
Occupant change	10			
Meter changes	6			
Disconnects	0			
Reconnect	0			
Meter information	6			

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**Accounts Payable**

	Number	Amount
Checks issued in August	100	625,802.49

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**Investments**

Bank	Amount	Rate	Term	Maturity
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	2/13/2017
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		
Seacoast Bank	250,000	0.50		