



**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: October 7, 2015  
Subject: Monthly Report for September 2015

---

**GENERAL**

Description	Qty Month
FP&L Street Light Outage Reports	0
New Water Meters Installed	3
ROW Permits	0
ROW Mechanical Sweeping (Debris Collection)	7yds
Service Orders – Water (inc. disconnects, reconnects, new customers, re-reads, etc.)	39
Utility Locates Completed	26
Water Breaks(Cindy Lane/S. Peninsula 9-2-15, 4968 S. Peninsula 9-14-15)	2
Work Orders	13

**STAFF NEWS**

1. Jeff Miller- Celebrated his 23<sup>rd</sup> Anniversary here at the Town of Ponce Inlet!

**PROJECTS**

1. SAILFISH DRIVE - Shell replenishment and grading-*Continuous*
2. TIMUCUAN OAKS – Brazilian Pepper Tree Removal - *Continuous*
3. TOWN WIDE- Replaced North Town Limits Sign- *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 - Low or Overhanging Limb Trimming – *Continuous*
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

## EVENTS

1. 911 CEREMONY- Prepped the premises, set up and delivered the tents, sandbags, chairs, podium, extension cord, and placed a fresh flag for the ceremony. Afterwards, removed all items and hauled off and put away.

## 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 Fuel Consumption Reports.
6. ADMIN – Coordinated with the Health Department and residents  
.....during the Boil Water Notice following a water break.
7. ADMIN- Prepared Service Orders for Meter re-reads, Occupant  
.....Changes, Suspected Meter issues, etc.
8. ADMIN- Close out Service Orders after they are completed by the  
.....Technicians.
9. ADMIN - Maintain Fuel System Vehicle Database  
.....Updates/Modifications.
10. ADMIN - Research & Coordinate Vendor Quotes.

11. ADMIN - Maintain Records for Backflow Prevention Device  
 .....Testing of all Commercial, Multi Family & Government  
 .....Facilities Town-Wide.
12. ADMIN - Coordinate Removal of Deceased Animals with Waste  
 .....Mgmt.
13. ADMIN - Coordinate Removal of Residential Yard Debris with  
 .....Waste Mgmt.
14. ADMIN- Coordinate Meetings for the Public Works General  
 .....Manager.
15. ADMIN- Coordinate RMA numbers on faulty Sensus Water Meter  
 .....Products.
16. ADMIN- Coordinated multiple tasks during the Boat Ramp Closure  
 .....such as designating staff response, creating perimeters,  
 .....and coordinating dumpster removal from the site.
17. ADMIN- Coordinate Maintenance on Public Works Vehicles.
18. 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.
19. ADMIN- Dealt with customer complaints and concerns, and  
 .....followed through with solutions where possible.
20. ADMIN- Coordinated and scheduled employees for upcoming  
 .....training courses.
21. ADMIN- Coordinate licensing and certifications of our employees  
 .....to Kim in H.R
22. ADMIN-Coordinated Hepatitis Vaccinations with the Public Works  
 .....Staff, and developed a tracking system for this in the  
 .....future.
23. ADMIN- Worked on continued budget updates in preparation for  
 .....the budget finalization.
24. ADMIN- Coordinated a staff meeting with employees to discuss  
 .....both past and future projects.
25. ADMIN- Dropped off and picked up vehicles as needed for service  
 .....and repair.
26. ADMIN- Input Work Orders as needed.
27. ADMIN- Conducted troubleshooting and called for Technical  
 .....Support on the Software for the Fuel System.
28. ADMIN- Attended the Tailgate Meeting at Town Hall on the first  
 .....phase of the Water Improvement Project.
29. ADMIN- Attended the Special Events Meeting.
30. ADMIN- Attended the Christmas Parade Meeting.
31. WATER - Obtained Water Samples & Sent to City of Port Orange  
 .....for Processing.
32. WATER - Obtained Sample Results, Mail Originals to Volusia  
 .....County Health Dept.
33. WATER - Read Water Meters (2x / month).
34. WATER - Multiple Rereads, Service Orders & Meter Swaps  
 ..... (2x/.month).
35. WATER- Tested and prepared mandated reports for Backflow  
 .....Devices.
36. MAINTENANCE TECHS - Set A/C (before & after every Council  
 Meeting).
37. MAINTENANCE TECHS - Check Stormwater System.
38. MAINTENANCE TECHS - Town wide - pick up Storm Debris.
39. MAINTENANCE TECHS - Stormwater Retention Pond.  
 .....Maintenance (Mowing, Treatments & Service Work on the  
 .....Fountains).

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

## MISCELLANEOUS MAINTENANCE AND DUTIES

1. **DAVIES PARK**- Cut up and hauled off a dead tree from the Park.
2. **DAVIES PARK**- Replaced a faulty flushing mechanism in the Women's Restroom.
3. **DAVIES PARK** – Set up barricades and construction fencing to close the Boat Ramp due to erosion from the high tides.
4. **FIRE DEPT.** – Prepped the building and grounds for the 911 Ceremony.
5. **HAPPY TAILS DOG PARK** – Added and spread new mulch.
6. **HARBOUR VILLAGE**- Worked with the City of Port Orange to Replumb and Replace the Water Meter that was malfunctioning.
7. **HARBOUR VILLAGE**- Helped backfill and level meter boxes after meter change out.
8. **POLLARD PARK** – Re-installed the wind screen and bench cover that had been removed during storm preparation.
9. **PONCE PRESERVE** – Replenished and spread 57 Stone into washout areas and leveled them out.
10. **PONCE PRESERVE** – Used the dremel to touch up the directional signage.
11. **PONCE PRESERVE** – Used the Box blade to level out low spots and graded the parking lot.
12. **PONCE PRESERVE** – Repaired a leaky regulator at the restroom.
13. **PONE PRESERVE** – Consolidated the dirt piles that have accumulated and are to be used for the Timucuan Project.
14. **PUBLIC WORKS**- Prepped the site for a new Storage Building being installed.
15. **PUBLIC WORKS**- Placed 57 stone under the new Storage Building for parking and drainage reasons.

16. **PUBLIC WORKS**- Replaced warning and identification stickers on the Fuel Tanks.
17. **PUBLIC WORKS**- Installed a new Air Compressor, and plumbed out for constant air access next to the fuel pumps.
18. **SAILFISH DR.** – Used the box blade to fill in low spots and graded the road.
19. **TOWN HALL**- Patched holes after reconstruction and office changes at Town Hall.
20. **TIMUCUAN OAKS**- Hauled 16 loads of fill dirt from Public Works Yard to the jobsite for site prep.
21. **TOWN HALL**- Moved Furniture during office reorganization.
22. **TOWN HALL**- Replaced the broken Water Fountain with a new one.

## 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 (Sept)
3901	Keith Gunter	135,065	134,369	696	23.20	30
3902	Jeff Miller	7,802	7,300	502	16.73	30
3903	John Pierce	37,269	36,990	279	9.3	30
3904	Kevin Culver	32,210	31,692	518	17.27	30
3906	Waylon Severson	24,782	24,361	421	14.03	30
3905	Kurt Stromp	6,477	5,943	534	17.80	30
3907	Ken Jones	72,028	71,558	470	15.67	30
3908	Dump Truck	34,890	34,685	205	6.83	30

## VEHICLE MAINTENANCE NOTES

1. Truck #3905 in for repairs.

Town of Ponce Inlet  
 Monthly Report  
 September 2015

**Financial Summary - key funds**

Revenues	Budget	September	Year to Date	Encumbered	Budget Balance	% YTD Budget
001 Fund - General Fund	5,391,366	153,415	5,216,119		175,247	96.75
401 Fund - Water Fund	1,386,555	107,292	1,269,301 **		117,254	91.54
402 Fund - Refuse Fund	170,580	14,197	157,737 **		12,843	92.47
403 Fund - Sewer Fund	935,860	66,843	886,752 **		49,108	94.75

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

**Expenditures**

001 Fund - General fund	5,391,366	632,849	5,018,422	65,599	307,345	94.30
401 Fund - Water Fund	1,386,555	99,091	1,186,211		200,344	85.55
402 Fund - Refuse Fund	170,580	12,192	159,415		11,165	93.45
403 Fund - Sewer Fund	935,860	99,682	819,417		116,443	87.56

**Summary of Utility Billing Accounts**

Accounts	Residential	Condo	Commercial	Total
Water	1,124	42	46	1,212
Water - irrigation	81	30	7	118
Sewer	749	41	32	822
Refuse	968	1	0	969
Occupant change	11			
Meter changes	3			
Disconnects	0			
Reconnect	0			
Meter information	4			

Town of Ponce Inlet  
Monthly Report  
September 2015

**Accounts Payable**

	Number	Amount
Checks issued in September	115	922,615.92

**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	203,739	0.40		
Seacoast Bank	550,000	0.50		