

# CITY OF GREENACRES

## INTEROFFICE MEMORANDUM

#2015.12LN4.02

**TO:** Thomas Lanahan, Acting City Manager

**FROM:** Carlos Cedeño, Public Works Director

**RE:** Public Works Department Report

**DATE:** December 28, 2015

---

Listed below is a brief summary of the activities undertaken by the Public Works Department during the period of December 14, 2015 through December 23, 2015.

### 1. ADMINISTRATION:

| ACTIVITY                              | COMMENTS  | 12/14/15 – 12/23/15 | FISCAL YEAR TO DATE | FY2016 BUDGET |
|---------------------------------------|---|---------------------|---------------------|---------------|
| Annual Licenses and Reports Submitted | Hazardous Waste Generator Permit, SARA Title III    | 2                   | 2                   | 7             |
| Citizen Requests Processed            | (3) WebQA,<br>(4) recycling bins,<br>(1) complaints | 8                   | 55                  | 225           |

### 2. ROADS AND DRAINAGE MAINTENANCE

- a. Pressure cleaned and painted all end walls along L-11 canal and bridge at Biscayne Drive and E-3 canal.

| ACTIVITY  | COMMENTS  | 12/14/15 – 12/23/15 | FISCAL YEAR TO DATE | FY2016 BUDGET |
|---|---|---------------------|---------------------|---------------|
| Medians Maintained (72)   | Jog Rd, 10 <sup>th</sup> Ave N., Forest Hill Blvd., Lake Worth Rd., 57 <sup>th</sup> Ave. | 3                   | 18                  | N/A           |
| Canal Maintenance (A & B Canals)                                  | 1 Mile  | 3                   | 13                  | N/A           |
| R-O-W Litter Removal  | City Streets  | 2                   | 12                  | N/A           |
| R-O-W Landscape Maintenance                                       | City Streets  | 1                   | 6                   | N/A           |
| Trees on medians, right-of-ways, & green areas maintained (2,021) | Trimmed 16 Oak trees, 55 Green Buttonwood, and 121 Sabal Palms on Swain Blvd.             | 192                 | 356                 | 788           |
| Alleyway Maintenance  | 5.56 Miles  | 3                   | 7                   | N/A           |

| ACTIVITY                                   | COMMENTS | 12/14/15 – 12/23/15 | FISCAL YEAR TO DATE | FY2016 BUDGET |
|--|----------|---------------------|---------------------|---------------|
| Underground utility locate ticket requests | N/A      | 15                  | 120                 | 550           |

### 3. VEHICLE MAINTENANCE

- a. Coordinated bi-annual speedometer certification for 33 police vehicles.

| ACTIVITY                         | COMMENTS   | 12/14/15 – 12/23/15 | FISCAL YEAR TO DATE | FY2016 BUDGET |
|----------------------------------|--|---------------------|---------------------|---------------|
| Inspections                      | (5) Fuel storage tanks, (6) generators, (1) hazardous materials inspection at Public Safety 1                    | 8                   | 58                  | N/A           |
| Repair Orders Completed          | (8) Patrol cars, (9) fire & medic trucks, (5) Public Works trucks, (5) small engine equipment, and (1) LS van    | 28                  | 277                 | 1,250         |
| Preventive Maintenance Performed | (1) Patrol car, (10) fire & medic trucks, (5) Public Works trucks, (18) small engine equipment, and (2) LS buses | 36                  | 132                 | 325           |
| Service Calls                    | (1) small engine equipment   | 1                   | 13                  | N/A           |

### 4. BUILDING SERVICES

- a. Coordinated installation of 10 new LED light fixtures at Community Center parking lot (CIP Project #190).
- b. Coordinated installation of new carpet at Public Works building.
- c. Performed annual PM for exhaust fans.
- d. Coordinated A/C condenser coil replacement at City Hall (CIP Project #163).

| ACTIVITY                  | COMMENTS                      | 12/14/15 – 12/23/15 | FISCAL YEAR TO DATE | FY2016 BUDGET |
|---------------------------|-------------------------------|---------------------|---------------------|---------------|
| HVAC Systems (34) Repairs | (1) Perry Bldg, (1) City Hall | 2                   | 18                  | N/A           |
| Work Orders Completed     | 18 Buildings                  | 25                  | 205                 | 935           |

**5. PARKS MAINTENANCE**

- a. Spread 1,180 bales of pine straw mulch at Municipal Complex and Freedom Park.

| ACTIVITY   | QUANTITY   | 12/14/15 – 12/23/15 | FISCAL YEAR TO DATE | FY2016 BUDGET |
|--|--|---------------------|---------------------|---------------|
| Mowing Public Building Grounds                         | 11.7 acres   | 2                   | 10                  | 36            |
| Mowing of Parks' Grounds                               | 66.5 acres   | 2                   | 10                  | 40            |
| Mowing of Sports Turf                                  | 15 acres   | 4                   | 24                  | 70            |
| Athletic Fields (9) Maintained and Prepped             | Ballfield, Soccer, Football  | 24                  | 226                 | N/A           |
| Athletic Courts (26) Maintained                        | Tennis, Basketball, Racquetball, Shuffleboard, Volleyball                              | 2                   | 24                  | N/A           |
| Parks and Buildings Litter Removal                     | 92 acres   | 6                   | 38                  | N/A           |
| Trees in parks and building grounds maintained (4,463) | Trimmed (40) Sabal Palms, (1) Slash Pine, and (14) Washingtonian Palms at Freedom Park | 55                  | 129                 | 892           |
| Playground Areas Maintained (15)                       | N/A  | 6                   | 36                  | N/A           |
| Community Events Assisted (12)                         | Movie Night in the Park  | 1                   | 3                   | 12            |

**6. DEPARTMENT OF CORRECTIONS WORK SQUAD**

- a. Assisted Parks Division with spreading pine straw at Municipal Complex.

| ACTIVITY                      | COMMENTS             | 12/14/15 – 12/23/15 | FISCAL YEAR TO DATE | FY2016 BUDGET         |
|-------------------------------|----------------------|---------------------|---------------------|-----------------------|
| Landscape maintenance         | Municipal Complex    | 1                   | 5                   | N/A                   |
| Landscape maintenance         | Freedom Park         | 1                   | 4                   | N/A                   |
| Work Squad Total Hours Worked | 5 inmates for 5 days | 140                 | 1406.5              | Estimated 5,500 hr/yr |