

CITY OF GREENACRES

INTEROFFICE MEMORANDUM

#2016.01LN4.02

TO: Thomas Lanahan, Acting City Manager

FROM: Carlos Cedeño, Public Works Director

RE: Public Works Department Report

DATE: January 25, 2016

Listed below is a brief summary of the activities undertaken by the Public Works Department during the period of January 11, 2016 through January 22, 2016.

1. ADMINISTRATION:

- a. Director attended Public Safety Station I transition meeting with PBSO.

ACTIVITY	COMMENTS	01/11/16 – 01/22/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Citizen Requests Processed	(1) WebQA, (8) recycling bins	9	72	225

2. ROADS AND DRAINAGE MAINTENANCE

- a. Supervisor attended PBC NPDES Steering Committee meeting.

ACTIVITY	COMMENTS	01/11/16 – 01/22/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Maintenance of Traffic Control Signs (1,187)	Re-installed (1) <i>Stop</i> sign at Centurian & Appian Way and installed (3) <i>No Parking Anytime</i> signs on Jennings Ave.	4	9	N/A
Medians Maintained (72)	Jog Rd, 10 th Ave N., Forest Hill Blvd., Lake Worth Rd., 57 th Ave.	3	25	N/A
Canal Maintenance (A & B Canals)	1 Mile	2	18	N/A
R-O-W Litter Removal	City Streets	2	16	N/A
R-O-W Landscape Maintenance	City Streets	1	8	N/A
Stormwater Inlets, Outfalls, Control Structures, & Manholes Maintained (632)	Cleaned ribbon gutters - 4,700 l.f. in Villa Del Trio and 4,866 l.f. in Lake Worth Hills	9,566 l.f.	9,566 l.f.	114

ACTIVITY	COMMENTS	01/11/16 – 01/22/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Trees on medians, right-of-ways, & green areas maintained (2,021)	Trimmed 14 Sabal and 13 Washingtonian Palms on Swain Blvd and 21 Sabal Palms on Biscayne Drive	48	439	788
Landscape Maintenance Retention Ponds/Lakes	Empire	1	3	N/A
Underground utility locate ticket requests	N/A	15	161	550

3. VEHICLE MAINTENANCE

ACTIVITY	COMMENTS	01/11/16 – 01/22/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Inspections	(5) Fuel storage tanks, (6) generators, (1) hazardous materials inspection at Public Safety 1	10	78	N/A
Repair Orders Completed	(18) Patrol cars, (9) fire & medic trucks, (5) Public Works trucks, (21) small engine equipment, (4) buses, and (1) Fuel tank	58	371	1,250
Preventive Maintenance Performed	(5) Patrol cars, (1) Fire & medic truck, and (4) Small engine equipment	10	147	325
Service Calls	(1) Bus, (6) patrol car, and (1) small engine equipment	8	25	N/A

4. BUILDING SERVICES

- a. Performed quarterly preventative maintenance and repairs on 17 public buildings.
- b. Coordinated re-keying of 31 door locks as requested by PBSO at Public Safety Station I.

ACTIVITY	COMMENTS	01/11/16 – 01/22/16	FISCAL YEAR TO DATE	FY2016 BUDGET
HVAC Systems (34) Repairs	(1) Greenacres Museum, (1) Public Works	2	30	N/A
Monthly PM for Interior Lights	18 Buildings	24 bulbs	136	N/A
Work Orders Completed	18 Buildings	45	289	935

5. PARKS MAINTENANCE

- a. Staff attended 2016 Southeast Regional Turf Seminar.
- b. Coordinated tennis/pickleball courts resurfacing at Community Park (CIP Project #048).

ACTIVITY	QUANTITY	01/11/16 – 01/22/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Mowing Public Building Grounds	11.7 acres	1	12	36
Mowing of Parks' Grounds	66.5 acres	1	13	40
Mowing of Sports Turf	15 acres	3	32	70
Athletic Fields (9) Maintained and Prepped	Ballfield, Soccer, Football	33	290	N/A
Athletic Courts (26) Maintained	Volleyball	2	30	N/A
Parks and Buildings Litter Removal	92 acres	3	49	N/A
Trees in parks and building grounds maintained (4,463)	Trimmed (3) Holly trees at Friends Park and trimmed (83) Sabal Palms and (2) Date Palms at Freedom Park	88	305	892
Playground Areas Maintained (15)	N/A	4	46	N/A

6. DEPARTMENT OF CORRECTIONS WORK SQUAD

ACTIVITY	COMMENTS	01/11/16 – 01/22/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Canal Maintenance	(1) A Canal, (1) B Canal	1	4	N/A
Landscape maintenance	Veterans Park	1	1	N/A
Landscape maintenance	Freedom Park	1	6	N/A
Work Squad Total Hours Worked	5 inmates for 8 days	229.25	1863.25	Estimated 5,500 hr/yr