

**CITY OF GREENACRES**

**INTEROFFICE MEMORANDUM**

#2016.02LN4.01

**TO:** Andrea McCue, City Manager  
**FROM:** Carlos Cedeño, Public Works Director  
**RE:** Public Works Department Report  
**DATE:** February 16, 2016

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Listed below is a brief summary of the activities undertaken by the Public Works Department during the period of January 25, 2016 through February 12, 2016.

**1. ADMINISTRATION:**

<b>ACTIVITY</b>	<b>COMMENTS</b>	<b>01/25/16 – 02/12/16</b>	<b>FISCAL YEAR TO DATE</b>	<b>FY2016 BUDGET</b>
Annual Licenses and Reports Submitted	Wellfield Permit	1	4	7
Citizen Requests Processed	(4) WebQA, (10) recycling bins, (2) complaints	16	88	225

**2. ROADS AND DRAINAGE MAINTENANCE**

- a. Maintenance Worker I and Maintenance Worker II attended Florida Stormwater, Erosion & Sedimentation Control Inspector Training course.

<b>ACTIVITY</b>	<b>COMMENTS</b>	<b>01/25/16 – 02/12/16</b>	<b>FISCAL YEAR TO DATE</b>	<b>FY2016 BUDGET</b>
Maintenance of Traffic Control Signs (1,187)	Replaced (1) 25 MPH sign on S. 57 <sup>th</sup> Ave and (1) STOP sign at Perry Ave and Second St	2	11	N/A
Medians Maintained (72)	Jog Rd, 10 <sup>th</sup> Ave N., Forest Hill Blvd., Lake Worth Rd., 57 <sup>th</sup> Ave.	4	29	N/A
Canal Maintenance (A & B Canals)	1 Mile	3	21	N/A
R-O-W Litter Removal	City Streets	3	19	N/A
R-O-W Landscape Maintenance	City Streets	1	9	N/A
Stormwater Inlets, Outfalls, Control Structures, & Manholes Maintained (632)	Cleaned ribbon gutters - 1325 l.f. on S. 57 <sup>th</sup> Avenue	1325 l.f.	10,891 l.f.	114

ACTIVITY	COMMENTS	01/25/16 – 02/12/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Trees on medians, right-of-ways, & green areas maintained (2,021)	Trimmed (31) Sabal Palms on Biscayne Dr and (30) Sabal Palms and (8) Washingtonian Palms on Sherwood Forest Blvd	69	508	788
Alleyway Maintenance	5.56 Miles	1	9	N/A
Sidewalks Repaired	Replaced 94 l.f. on Bowman St, 51 l.f. on Fourth St, and 92 l.f. on Perry Ave	237 l.f.	299 l.f.	N/A
Underground utility locate ticket requests	N/A	28	189	550

### 3. VEHICLE MAINTENANCE

ACTIVITY	COMMENTS	01/25/16 – 02/12/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Inspections	(5) Fuel storage tanks, (6) generators, (1) hazardous materials inspection at Public Safety 1	15	93	N/A
Repair Orders Completed	(11) Patrol cars, (10) fire & medic trucks, (2) Building trucks, (6) Public Works trucks, (1) Finance van, (1) generators, (14) small engine equipment, and (8) buses	53	424	1,250
Preventive Maintenance Performed	(2) fire & medic trucks, (1) Building truck, (1) LS van, and (4) small engine equipment	8	155	325
Service Calls	(1) fire & medic truck, and (1) small engine equipment	2	27	N/A

### 4. BUILDING SERVICES

- a. Repaired solar light fixture on Forest Hill Blvd city entry sign.

ACTIVITY	COMMENTS	01/25/16 – 02/12/16	FISCAL YEAR TO DATE	FY2016 BUDGET
HVAC Systems (34) Repairs	(1) Former City Hall, (1) City Hall	2	32	N/A
Monthly PM for (18) Buildings	Includes inspection and replacement of A/C filters, flags, fire sprinkler gauges, battery recycling and rust removal from irrigation	1	5	12

ACTIVITY	COMMENTS	01/25/16 – 02/12/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Work Orders Completed	18 Buildings	66	355	935

## 5. PARKS MAINTENANCE

- a. Repaired 1<sup>st</sup> base dugout at IVB North Ballfield.
- b. Installed windscreen at Community Park tennis courts.

ACTIVITY	QUANTITY	01/25/16 – 02/12/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Mowing Public Building Grounds	11.7 acres	1	13	36
Mowing of Parks' Grounds	66.5 acres	1	14	40
Mowing of Sports Turf	15 acres	4	36	70
Athletic Fields (9) Maintained and Prepped	Ballfield, Soccer, Football	68	358	N/A
Athletic Courts (26) Maintained	Tennis, Basketball, Racquetball, Shuffleboard, Volleyball	4	34	N/A
Parks and Buildings Litter Removal	92 acres	11	60	N/A
Trees in parks and building grounds maintained (4,463)	Trimmed (129) Sabal Palms and (12) Oak trees at Freedom Park, and (62) Sabal Palms, (3) Washingtonian Palms, and (12) Oaks trees at Municipal Complex	218	523	892
Playground Areas Maintained (15)	N/A	12	58	N/A
Parks and Playground Safety Inspections	15 Playground areas, 13 Parks, 9 Athletic Fields, & 8 Public Buildings	1	5	12
Community Events Assisted (12)	Love on the Lawn, Concert in the Park	2	6	12

## 6. DEPARTMENT OF CORRECTIONS WORK SQUAD

- a. Assisted Roads & Drainage Division with concrete sidewalk removal on Bowman Street.
- b. Assisted Parks Division with installation of windscreen at Community Park tennis courts.

<b>ACTIVITY</b>	<b>COMMENTS</b>	<b>01/25/16 – 02/12/16</b>	<b>FISCAL YEAR TO DATE</b>	<b>FY2016 BUDGET</b>
Canal Maintenance	(1) A Canal, (1) B Canal	1	5	N/A
R-O-W Litter Removal	City Streets	1	3	N/A
Parks Litter Removal	11 Parks	1	1	N/A
Landscape maintenance	Municipal Complex	1	6	N/A
Work Squad Total Hours Worked	4 inmates for 6 days, 5 inmates for 3 days, 6 inmates for 4 days	334.5	2197.75	Estimated 5,500 hr/yr