

## CITY OF GREENACRES

### INTEROFFICE MEMORANDUM

#2016.02LN4.02

**TO:** Andrea McCue, City Manager  
**FROM:** Carlos Cedeño, Public Works Director  
**RE:** Public Works Department Report  
**DATE:** February 29, 2016

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Listed below is a brief summary of the activities undertaken by the Public Works Department during the period of February 16, 2016 through February 26, 2016.

#### 1. ADMINISTRATION:

- a. Director and Supervisors met with new City Manager.

ACTIVITY	COMMENTS	02/16/16 – 02/26/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Citizen Requests Processed	(1) WebQA, (6) recycling bins	7	94	225

#### 2. ROADS AND DRAINAGE MAINTENANCE

- a. Prepped 14,000 l.f. of road edges for asphalt overlay project on Fleming Avenue and Jennings Avenue.

ACTIVITY	COMMENTS	02/16/16 – 02/26/16	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	32	N/A
Canal Maintenance (A & B Canals)	1 Mile	2	23	N/A
R-O-W Litter Removal	City Streets	2	21	N/A
R-O-W Landscape Maintenance	City Streets	2	11	N/A
Stormwater Inlets, Outfalls, Control Structures, & Manholes Maintained (632)	Contractor repaired 2 Inlet boxes 25-41 & 25-22 at 4685 Empire Way, staff replaced concrete around boxes	2	2	114
Underground utility locate ticket requests	N/A	48	237	550

### 3. VEHICLE MAINTENANCE

- a. Passed Palm Beach County's Hazardous Waste Generator Inspection.

ACTIVITY	COMMENTS	02/16/16 – 02/26/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Inspections	(5) Fuel storage tanks, (6) generators, (1) hazardous materials inspection at Public Safety 1	10	103	N/A
Repair Orders Completed	( 1) Patrol cars, (5) fire & medic trucks, (7) Public Works trucks, (2) Building trucks, (1) Finance van, (1) LS van, (1) generators, and (11) small engine equipment	29	453	1,250
Preventive Maintenance Performed	(1) generator, (1) small engine equipment	3	158	325
Service Calls	(1) fire & medic truck, (1) LS van, and (2) small engine equipment	4	31	N/A

### 4. BUILDING SERVICES

- a. Lowered 16 flags to half staff in honor of Justice Scalia.  
 b. Performed annual roof PM and related repairs.

ACTIVITY	COMMENTS	02/16/16 – 02/26/16	FISCAL YEAR TO DATE	FY2016 BUDGET
HVAC Systems (34) Repairs	(1) Public Safety Station 1	1	33	N/A
Monthly PM for Interior Lights	18 Buildings	44 bulbs	180	N/A
Work Orders Completed	18 Buildings	44	399	935

### 5. PARKS MAINTENANCE

- a. Coordinated installation of Energi Exercise Stations at Bowman Park.  
 b. Coordinated fencing installation at southwest corner of Gladiator Park.

ACTIVITY	QUANTITY	02/16/16 – 02/26/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Mowing of Parks' Grounds	66.5 acres	1	14	40
Mowing of Sports Turf	15 acres	1	37	70
Athletic Fields (9) Maintained and Prepped	Ballfield, Soccer, Football	31	389	N/A

ACTIVITY	QUANTITY	02/16/16 – 02/26/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Athletic Courts (26) Maintained	Tennis, Basketball, Racquetball, Shuffleboard, Volleyball	5	39	N/A
Parks and Buildings Litter Removal	92 acres	5	65	N/A
Trees in parks and building grounds maintained (4,463)	Trimmed (9) Live Oaks at Freedom Park, (25) Sabal Palms at Public Works, and (10) Washingtonian Palms at City Hall	44	567	892
Playground Areas Maintained (15)	N/A	8	66	N/A
Community Events Assisted (12)	Concert in the Park	1	7	12

**6. DEPARTMENT OF CORRECTIONS WORK SQUAD**

- a. Assisted Parks Division with mulching of play areas at Bowman and Rambo parks.
- b. Assisted Parks Division with tree trimming at Municipal Complex.

ACTIVITY	COMMENTS	02/16/16 – 02/26/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Alleyway Maintenance	5.56 miles	1	5	N/A
Landscape maintenance	Municipal Complex	1	7	N/A
Landscape maintenance	Freedom Park	1	7	N/A
Work Squad Total Hours Worked	4 inmates for 5 days, 5 inmates for 1 day	150	2347.75	Estimated 5,500 hr/yr