

CITY OF GREENACRES

INTEROFFICE MEMORANDUM

#2016.03LN4.01

TO: Andrea McCue, City Manager
FROM: Carlos Cedeño, Public Works Director
RE: Public Works Department Report
DATE: March 14, 2016

Listed below is a brief summary of the activities undertaken by the Public Works Department during the period of February 29, 2016 through March 11, 2016.

1. ADMINISTRATION:

- a. Director attended Local Mitigation Strategy Steering Committee and Working Group meetings.
- b. Submitted SARA Title III Tier 2 Emergency and Hazardous Chemical Inventory Report to the State of Florida.
- c. Submitted the annual NPDES Report to the State of Florida Department of Environmental Protection.
- d. Coordinated meeting with Enterprise Fleet Management to discuss fleet management solutions.

ACTIVITY	COMMENTS	02/29/16 – 03/11/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Annual Licenses and Reports Submitted	SARA Title III Tier 2	1	5	7
Citizen Requests Processed	(4) recycling bins	4	98	225

2. ROADS AND DRAINAGE MAINTENANCE

- a. Coordinated plant replacement on Melaleuca Lane median.

ACTIVITY	COMMENTS	02/29/16 – 03/11/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Medians Maintained (72)	Jog Rd, 10 th Ave N., Forest Hill Blvd., Lake Worth Rd., 57 th Ave.	4	36	N/A
Canal Maintenance (A & B Canals)	1 Mile	2	25	N/A
R-O-W Litter Removal	City Streets	2	23	N/A

ACTIVITY	COMMENTS	02/29/16 – 03/11/16	FISCAL YEAR TO DATE	FY2016 BUDGET
R-O-W Landscape Maintenance	City Streets	1	12	N/A
Sidewalks Repaired	Replaced 30 l.f. on Empire Way, 30 l.f. on 4 th Street and 12 l.f. on Constitution Way	72 l.f.	371 l.f.	N/A
Underground utility locate ticket requests	N/A	34	271	550

3. VEHICLE MAINTENANCE

- a. Supervisor and mechanic attended Ford Engine Performance Training.

ACTIVITY	COMMENTS	02/29/16 – 03/11/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Inspections	(5) Fuel storage tanks, (6) generators, (1) hazardous materials inspection at Public Safety 1	10	113	N/A
Repair Orders Completed	(7) fire & medic trucks, (3) Public Works trucks, (2) fuel tanks, (14) small engine equipment, and (1) LS van	27	480	1,250
Preventive Maintenance Performed	(1) fire & medic truck, and (1) small engine equipment	2	160	325
Service Calls	(1) small engine equipment	1	32	N/A

4. BUILDING SERVICES

- a. Coordinated annual Halon System inspection at Public Safety Station I.
b. Coordinated interior painting of Public Works building (CIP Project 151).
c. Lowered 16 flags to half staff in honor of Nancy Reagan.

ACTIVITY	COMMENTS	02/29/16 – 03/11/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Work Orders Completed	18 Buildings	36	435	935

5. PARKS MAINTENANCE

- a. Maintenance Worker II attended Maintenance of Traffic Intermediate Training class.

- b. Completed adding mulch and border to exercise stations at Bowman Park.
- c. Coordinated pressure cleaning of City Hall, Burrowing Owl, Community, Oasis and Rambo parks.

ACTIVITY	QUANTITY	02/29/16 – 03/11/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Mowing Public Building Grounds	11.7 acres	1	14	36
Mowing of Parks' Grounds	66.5 acres	1	15	40
Mowing of Sports Turf	15 acres	1	38	70
Athletic Fields (9) Maintained and Prepped	Ballfield, Soccer, Football	46	435	N/A
Athletic Courts (26) Maintained	Volleyball	2	41	N/A
Parks and Buildings Litter Removal	92 acres	5	70	N/A
Trees in parks and building grounds maintained (4,463)	Trimmed (25) Sabal Palms, (8) Washingtonian Palms, and (1) Oak tree at Municipal Complex, trimmed (60) Sabal Palms and (1) Oak tree at Public Safety Station I	95	662	892
Playground Areas Maintained (15)	N/A	6	72	N/A

6. DEPARTMENT OF CORRECTIONS WORK SQUAD

- a. Assisted Parks Division with spreading mulch at Bowman Park and Community Park.

ACTIVITY	COMMENTS	02/29/16 – 03/11/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Canal Maintenance	(1) A Canal, (1) B Canal	1	6	N/A
Alleyway Maintenance	5.56 miles	1	6	N/A
Landscape Maintenance	Municipal Complex	2	9	N/A
Landscape Maintenance	Friends Park	1	1	N/A
Work Squad Total Hours Worked	4 inmates for 1 day, 5 inmates for 6 days, 6 inmates for 3 days	302	2649.75	Estimated 5,500 hr/yr