

CITY OF GREENACRES

INTEROFFICE MEMORANDUM

#2016.03LN4.02

TO: Andrea McCue, City Manager
FROM: Carlos Cedeño, Public Works Director
RE: Public Works Department Report
DATE: March 28, 2016

Listed below is a brief summary of the activities undertaken by the Public Works Department during the period of March 14, 2016 through March 25, 2016.

1. ADMINISTRATION:

- a. Director coordinated APWA Gold Coast Chapter luncheon.
- b. Director coordinated career day at Public Works with CARES students.

ACTIVITY	COMMENTS	03/14/16 – 03/25/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Annual Licenses and Reports Submitted	NPDES Annual Report	1	6	7
Citizen Requests Processed	(5) recycling bins	5	103	225

2. ROADS AND DRAINAGE MAINTENANCE

- a. Coordinated replacement of 3 Alexander Palms and 100 Cocoplums on Melaleuca Lane median.
- b. Coordinated asphalt overlay of Biscayne Drive, Fleming Avenue and Jennings Avenue (CIP Project #161).
- c. Coordinated removal and stump grinding of 2 Mahogany Trees on Constantine Circle.

ACTIVITY	COMMENTS	03/14/16 – 03/25/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Medians Maintained (72)	Jog Rd, 10 th Ave N., Forest Hill Blvd., Lake Worth Rd., 57 th Ave.	3	39	N/A
Canal Maintenance (A & B Canals)	1 Mile	2	27	N/A
R-O-W Litter Removal	City Streets	2	25	N/A
R-O-W Landscape Maintenance	City Streets	1	13	N/A

ACTIVITY	COMMENTS	03/14/16 – 03/25/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Stormwater Inlets, Outfalls, Control Structures, & Manholes Maintained (632)	Cleaned ribbon gutters – 1070 l.f. on S. 57 th Avenue	1070 l.f.	11,961 l.f.	114
Trees on medians, right-of-ways, & green areas maintained (2,021)	Trimmed (48) Sabal and (7) Washingtonian palms on Sherwood Forest Blvd.	55	563	788
Landscape Maintenance Retention Ponds/Lakes	Ramblewood Circle and Harwich Court	1	4	N/A
Alleyway Maintenance	5.56 Miles	1	10	N/A
Sidewalks Repaired	Replaced damaged sidewalks on 4 th St, Perry Ave and Jackson Ave	110 l.f.	481 l.f.	N/A
Underground utility locate ticket requests	N/A	19	290	550

3. VEHICLE MAINTENANCE

- a. Supervisor attended FLAGFA 2016 Spring Conference.

ACTIVITY	COMMENTS	03/14/16 – 03/25/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Inspections	(5) Fuel storage tanks, (6) generators, (1) hazardous materials inspection at Public Safety 1	10	123	N/A
Repair Orders Completed	(4) fire & medic trucks, (4) Public Works trucks, (18) small engine equipment	26	506	1,250
Preventive Maintenance Performed	(1) small engine equipment	1	161	325
Service Calls	(1) small engine equipment	1	33	N/A

4. BUILDING SERVICES

- a. Lowered 16 flags to half staff in honor of Brussels, Belgium bombing victims.
- b. Performed bi-annual bus shelter inspection.
- c. Adjusted 38 clocks, timers and t-stats for daylight savings time.

ACTIVITY	COMMENTS	03/14/16 – 03/25/16	FISCAL YEAR TO DATE	FY2016 BUDGET
HVAC Systems (34) Repairs	(3) City Hall	3	36	N/A
Monthly PM for Interior Lights	18 Buildings	37 bulbs	217	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	6	12
Work Orders Completed	18 Buildings	41	476	935

5. PARKS MAINTENANCE

- a. Set up and broke down for APWA Gold Coast Chapter luncheon.
- b. Set up and broke down for Florida League of Cities Luncheon/Meeting.
- c. Renovated (4) dugouts at Freedom Park.
- d. Repaired rubber play surface at Ira Van Bullock play area.

ACTIVITY	QUANTITY	03/14/16 – 03/25/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Mowing Public Building Grounds	11.7 acres	2	16	36
Mowing of Parks' Grounds	66.5 acres	2	17	40
Mowing of Sports Turf	15 acres	4	42	70
Athletic Fields (9) Maintained and Prepped	Ballfield, Soccer, Football	50	485	N/A
Athletic Courts (26) Maintained	Tennis, Basketball, Racquetball, Shuffleboard, Volleyball	1	42	N/A
Parks and Buildings Litter Removal	92 acres	6	76	N/A
Trees in parks and building grounds maintained (4,463)	Trimmed (61) Sabal Palms in Community Park	61	723	892
Playground Areas Maintained (15)	N/A	6	78	N/A
Parks and Playground Safety Inspections	15 Playground areas, 13 Parks, 9 Athletic Fields, & 8 Public Buildings	1	6	12
Community Events Assisted (12)	Concert in the Park, Egg'stravaganza	2	9	12

6. DEPARTMENT OF CORRECTIONS WORK SQUAD

- a. Assisted Parks Division with set up of egg patches for Egg'stravaganza event.

ACTIVITY	COMMENTS	03/14/16 – 03/25/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Canal Maintenance	(1) A Canal, (1) B Canal	1	7	N/A
Landscape maintenance	Community Park	1	4	N/A
Landscape maintenance	Freedom Park	2	9	N/A
Work Squad Total Hours Worked	3 inmates for 3 days, 4 inmates for 1 day, 5 inmates for 1 day	98	2747.75	Estimated 5,500 hr/yr