

CITY OF GREENACRES

INTEROFFICE MEMORANDUM

#2016.04LN4.01

TO: Andrea McCue, City Manager
FROM: Carlos Cedeño, Public Works Director
RE: Public Works Department Report
DATE: April 11, 2016

Listed below is a brief summary of the activities undertaken by the Public Works Department during the period of March 28, 2016 through April 8, 2016.

1. ADMINISTRATION:

- a. Administrative Secretary attended *Let's Talk...Communicating in the Administrative Professional Role* class.

ACTIVITY	COMMENTS	03/28/16 – 04/08/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Citizen Requests Processed	(2) WebQA, (5) recycling bins, (1) complaints	8	111	225

2. ROADS AND DRAINAGE MAINTENANCE

ACTIVITY	COMMENTS	03/28/16 – 04/08/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Maintenance of Traffic Control Signs (1,187)	Installed (1) <i>No Dumping</i> sign on Constantine Circle	1	12	N/A
Maintenance of Street Name Signs (493)	Reinstalled street name sign at Dillman Road & Cleary Road	1	2	N/A
Medians Maintained (72)	Jog Rd, 10 th Ave N., Forest Hill Blvd., Lake Worth Rd., 57 th Ave.	4	43	N/A
Canal Maintenance (A & B Canals)	1 Mile	2	29	N/A
R-O-W Litter Removal	City Streets	2	27	N/A
R-O-W Landscape Maintenance	City Streets	1	14	N/A
Trees on medians, right-of-ways, & green areas maintained (2,021)	Trimmed (32) Sabal Palms on Sherwood Forest Blvd and (6) Sabal Palms on 10 th Avenue North	38	601	788

ACTIVITY	COMMENTS	03/28/16 – 04/08/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Sidewalks Repaired	Replaced 90 l.f. of damaged sidewalks n Constantine Circle	90 l.f.	571 l.f.	N/A
Underground utility locate ticket requests	N/A	32	322	550

3. VEHICLE MAINTENANCE

- a. Prepared surplus equipment for auction.

ACTIVITY	COMMENTS	03/28/16 – 04/08/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Inspections	(5) Fuel storage tanks, (6) generators, (1) hazardous materials inspection at Public Safety 1	10	133	N/A
Repair Orders Completed	(8) Fire & Medic trucks, (5) Public Works trucks, (1) Building truck, (1) generators, (15) small engine equipment, and (5) buses	35	541	1,250
Preventive Maintenance Performed	(2) Public Works trucks, and (1) small engine equipment	3	164	325
Service Calls	(1) Fire & Medic truck	1	34	N/A

4. BUILDING SERVICES

- a. Performed annual PM and repairs on 38 water fountains.

ACTIVITY	COMMENTS	03/28/16 – 04/08/16	FISCAL YEAR TO DATE	FY2016 BUDGET
HVAC Systems (34) Repairs	(2) Public Safety Station 1, (1) Former City Hall, (1) City Hall	4	40	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	7	12
Work Orders Completed	18 Buildings	43	519	935

5. PARKS MAINTENANCE

- a. Coordinated fencing repairs to Rambo Park basketball and tennis courts.

ACTIVITY	QUANTITY	03/28/16 – 04/08/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Mowing Public Building Grounds	11.7 acres	1	17	36
Mowing of Parks' Grounds	66.5 acres	2	19	40
Mowing of Sports Turf	15 acres	4	46	70
Athletic Fields (9) Maintained and Prepped	Ballfield, Soccer, Football	67	552	N/A
Athletic Courts (26) Maintained	Tennis, Basketball, Racquetball, Shuffleboard, Volleyball	2	44	N/A
Parks and Buildings Litter Removal	92 acres	6	82	N/A
Trees in parks and building grounds maintained (4,463)	Trimmed (68) Sabal Palms, (20) Live Oak trees, and (3) Pigmy Date Palms at Community Park	91	814	892
Playground Areas Maintained (15)	N/A	6	84	N/A
Parks and Playground Safety Inspections	15 Playground areas, 13 Parks, 9 Athletic Fields, & 8 Public Buildings	1	7	12

6. DEPARTMENT OF CORRECTIONS WORK SQUAD

ACTIVITY	COMMENTS	03/28/16 – 04/08/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Landscape maintenance	Municipal Complex	1	10	N/A
Work Squad Total Hours Worked	4 inmates for 4 days	96	2843.75	Estimated 5,500 hr/yr