

CITY OF GREENACRES

INTEROFFICE MEMORANDUM

#2016.06LN4.01

TO: Andrea McCue, City Manager
FROM: Carlos Cedeño, Public Works Director
RE: Public Works Department Report
DATE: June 13, 2016

Listed below is a brief summary of the activities undertaken by the Public Works Department during the period of May 9, 2016 through June 10, 2016.

1. ADMINISTRATION:

- a. Coordinated meeting with FPL to discuss median irrigation and street lighting projects.
- b. Attended Council District meeting to receive feedback and address concerns related to Public Works issues.
- c. Performed review of Public Works Hurricane Preparedness Plan during quarterly Departmental meeting.
- d. Director attended LMS Project Evaluation Panel Meeting and the LMS Steering Committee Meeting.

ACTIVITY	COMMENTS	05/09/16 – 06/10/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Annual Licenses and Reports Submitted	Storage Tank Registrations	1	7	7
Citizen Requests Processed	(3) WebQA, (16) recycling bins, (1) general requests	20	152	225

2. ROADS AND DRAINAGE MAINTENANCE

- a. Maintenance Worker II attended Florida Stormwater, Erosion and Sedimentation Control Inspector training.
- b. Staff attended *Preparing for Storms and Recovery Operations Workshop*.
- c. Staff attended *Chain Saw Safety* training.
- d. Maintenance Worker II attended Cholee Lake Elementary Career Day with City trash truck.

ACTIVITY	COMMENTS	05/09/16 – 06/10/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Maintenance of Traffic Control Signs (1,187)	Installed (2) STOP, (4) ALL WAYS, and (2) STOP AHEAD signs on Swain Blvd and replaced (4) NO PARKING signs on Biscayne Drive	12	24	N/A
Medians Maintained (72)	Jog Rd, 10 th Ave N., Forest Hill Blvd., Lake Worth Rd., 57 th Ave.	4	53	N/A
Canal Maintenance (A & B Canals)	1 Mile	3	36	N/A
R-O-W Litter Removal	City Streets	4	35	N/A
R-O-W Landscape Maintenance	City Streets	3	18	N/A
Trees on medians, right-of-ways, & green areas maintained (2,021)	Coordinated trimming of (206) Sabal Palms, (89) Live Oaks, and (1) Tabebuia tree on Jog Road Medians by contractor, trimmed (23) Sabal Palms and (6) Oak trees on 10 th Avenue North	325	967	788
Alleyway Maintenance	5.56 Miles	1	12	N/A
Underground utility locate ticket requests	N/A	131	511	550

3. VEHICLE MAINTENANCE

- a. Supervisor attended *National EVT Training Academy*.
- b. Staff attended *Chain Saw Safety* training.

ACTIVITY	COMMENTS	05/09/16 – 06/10/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Inspections	(5) Fuel storage tanks, (6) generators, (1) hazardous materials inspection at Public Safety 1	25	178	N/A
Repair Orders Completed	(18) fire & medic trucks, (9) Public Works trucks, (1) generators, (7) Bldg trucks, (3) Eng vehicles, (1) LS van and (5) L.S. buses	44	632	1,000
Preventive Maintenance Performed	(6) Bldg trucks, (2) Public Works trucks, and (2) small engine equipment	10	180	325

ACTIVITY	COMMENTS	05/09/16 – 06/10/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Service Calls	(2) fire & medic trucks, (1) Public Works truck, and (1) Bldg truck	4	42	N/A

4. BUILDING SERVICES

- a. Performed annual hurricane shutter PM.
- b. Performed bi-annual ice machine PM.
- c. Coordinated annual A/C tune-up on 27 units throughout City buildings.
- d. Coordinated installation of LED light fixtures at Freedom Park (CIP Project #190).
- e. Coordinated painting of various park gazebos and pavilions and Veterans Park shed, City Hall interior and exterior, Public Works interior, and Fire Rescue Station 94/PBSO District 16 bay doors and parapet wall cap (CIP Project #151).
- f. Staff attended *Chain Saw Safety* training.

ACTIVITY	COMMENTS	05/09/16 – 06/10/16	FISCAL YEAR TO DATE	FY2016 BUDGET
HVAC Systems (34) Repairs	(1) FR Station 94/PBSO 16, (1) City Hall, (2) Community Hall, (1) Greenacres Museum, (1) Public Works	6	49	N/A
Monthly PM for Interior Lights	17 Buildings	19 bulbs	280	N/A
Monthly PM for (17) Buildings	Includes inspection and replacement of A/C filters, flags, fire sprinkler gauges, battery recycling and rust removal from irrigation	1	9	12
Work Orders Completed	18 Buildings	83	680	1,000

5. PARKS MAINTENANCE

- a. Enhanced landscaping at Fire Rescue Station 94/PBSO District 16.
- b. Staff attended *Preparing for Storms and Recovery Operations Workshop*.
- c. Staff attended *Chain Saw Safety* training.

ACTIVITY	QUANTITY	05/09/16 – 06/10/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Mowing Public Building Grounds	11.7 acres	4	24	36
Mowing of Parks' Grounds	66.5 acres	5	26	40

ACTIVITY	QUANTITY	05/09/16 – 06/10/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Mowing of Sports Turf	15 acres	9	63	90
Athletic Fields (11) Maintained and Prepped	Ballfield, Soccer, Football	101	760	N/A
Athletic Courts (26) Maintained	Tennis, Basketball, Racquetball, Shuffleboard, Volleyball	13	60	N/A
Parks and Buildings Litter Removal	92 acres	13	107	N/A
Trees in parks and building grounds maintained (4,484)	Removed (1) dead Sabal Palm and trimmed (14) Live Oaks and (1) Gumbo Limbo at City Hall, (9) Live Oaks at IVB, and (12) Live Oaks at Freedom Park	37	966	892
Playground Areas Maintained (15)	N/A	21	111	N/A

6. DEPARTMENT OF CORRECTIONS WORK SQUAD

- a. Painted Palm Beach Villas II residential wall on Haverhill Road north of Melaleuca Lane.
- b. Assisted Parks Division with mulching of playgrounds at Gladiator, Ramblewood and Freedom Parks.

ACTIVITY	COMMENTS	05/09/16 – 06/10/16	FISCAL YEAR TO DATE	FY2016 BUDGET
Canal Maintenance	(1) A Canal, (1) B Canal	1	9	N/A
Alleyway Maintenance	5.56 miles	2	9	N/A
R-O-W Litter Removal	City Streets	1	5	N/A
R-O-W Landscape Maintenance	Sherwood Forest Blvd	1	15	N/A
Landscape Maintenance	Fire Rescue Station 94/PBSO District 16	2	3	N/A
Landscape Maintenance	Community Park	1	6	N/A
Landscape maintenance	Freedom Park	2	12	N/A
Landscape Maintenance	Veterans Park	1	2	
Landscape Maintenance	Municipal Complex	2	14	
Work Squad Total Hours Worked	3 inmates for 2 days, 4 inmates for 3 days, 5 inmates for 8 days, 6 inmates for 7 days	582	3787.75	Estimated 5,500 hr/yr