

CITY OF GREENACRES

INTEROFFICE MEMORANDUM

#2016.08LN4.01

TO: Andrea McCue, City Manager
FROM: Carlos Cedeño, Public Works Director
RE: Public Works Department Report
DATE: August 8, 2016

Listed below is a brief summary of the activities undertaken by the Public Works Department during the period of July 11, 2016 through August 5, 2016.

1. ADMINISTRATION:

| ACTIVITY | COMMENTS | 07/11/16 – 08/05/16 | FISCAL YEAR TO DATE | FY2016 BUDGET |
|----------------------------|---------------------------------|----------------------------|----------------------------|----------------------|
| Citizen Requests Processed | (1) WebQA & (16) recycling bins | 18 | 190 | 225 |

2. ROADS AND DRAINAGE MAINTENANCE

- a. Maintenance Worker I & Maintenance Worker II attended *Maintenance of Traffic Intermediate Course*.

| ACTIVITY | COMMENTS | 07/11/16 – 08/05/16 | FISCAL YEAR TO DATE | FY2016 BUDGET |
|--|---|----------------------------|----------------------------|----------------------|
| Medians Maintained (72) | Jog Rd, 10 th Ave N., Forest Hill Blvd., Lake Worth Rd., 57 th Ave. | 5 | 62 | N/A |
| Canal Maintenance (A & B Canals) | 1 Mile | 3 | 42 | N/A |
| R-O-W Litter Removal | City Streets | 4 | 43 | N/A |
| R-O-W Landscape Maintenance | City Streets | 3 | 25 | N/A |
| Stormwater Inlets, Outfalls, Control Structures, & Manholes Maintained (632) | Repaired damaged Inlet Box 25-46B | 1 | 3 | 114 |
| Landscape Maintenance Retention Ponds/Lakes | Ramblewood Circle, Harwich Court | 1 | 6 | N/A |
| Alleyway Maintenance | 5.56 Miles | 1 | 14 | N/A |

| ACTIVITY | COMMENTS | 07/11/16 – 08/05/16 | FISCAL YEAR TO DATE | FY2016 BUDGET |
|--|----------|---------------------|---------------------|---------------|
| Underground utility locate ticket requests | N/A | 90 | 664 | 550 |

3. VEHICLE MAINTENANCE

- a. Passed Storage Tank Facility Annual Compliance Site Inspection for Municipal Complex by FDEP.
- b. Staff attended *Evaporative Emissions Systems Seminar*.

| ACTIVITY | COMMENTS | 07/11/16 – 08/05/16 | FISCAL YEAR TO DATE | FY2016 BUDGET |
|----------------------------------|--|---------------------|---------------------|---------------|
| Inspections | (5) Fuel storage tanks, (6) generators, (1) hazardous materials inspection at Public Safety 1 | 20 | 218 | N/A |
| Repair Orders Completed | (19) fire & medic trucks, (15) Public Works trucks, (2) generators, (44) small engine equipment, (4) Building trucks and (11) LS buses | 95 | 778 | 1,000 |
| Preventive Maintenance Performed | (2) Fire & Medic trucks, and (4) small engine equipment | 6 | 188 | 325 |
| Service Calls | (2) Public Works trucks, and (1) LS bus | 3 | 49 | N/A |

4. BUILDING SERVICES

- a. Coordinated semi-annual Halon System inspection at Fire Rescue Station 94.
- b. Coordinated replacement of water heaters at Fire Rescue Stations 94 & 95.
- c. Performed quarterly preventative maintenance on air compressors.
- d. Performed quarterly preventative maintenance and related repairs on 17 public buildings.
- e. Coordinated annual fire sprinkler inspections for (5) City buildings.

| ACTIVITY | COMMENTS | 07/11/16 – 08/05/16 | FISCAL YEAR TO DATE | FY2016 BUDGET |
|---------------------------|---|---------------------|---------------------|---------------|
| HVAC Systems (34) Repairs | (1) FR Station 94/PBSO District 16, (5) Former City Hall, (3) City Hall, (1) Community Center | 10 | 62 | N/A |

| ACTIVITY | COMMENTS | 07/11/16 – 08/05/16 | FISCAL YEAR TO DATE | FY2016 BUDGET |
|-------------------------------|--|---------------------|---------------------|---------------|
| Monthly PM for (17) Buildings | Includes inspection and replacement of A/C filters, flags, fire sprinkler gauges, battery recycling and rust removal from irrigation | 2 | 11 | 12 |
| Work Orders Completed | 18 Buildings | 89 | 849 | 1,000 |

5. PARKS MAINTENANCE

- a. Coordinated installation of new exercise stations at Freedom Park.
- b. Removed score board at Veterans Park ballfield.
- c. Coordinated sod installation in front of City Hall along Melaleuca Lane.
- d. Coordinated Community Park play structure warranty repairs.
- e. Coordinated repair of irrigation pump at Veterans Park.

| ACTIVITY | QUANTITY | 07/11/16 – 08/05/16 | FISCAL YEAR TO DATE | FY2016 BUDGET |
|--|---|---------------------|---------------------|---------------|
| Mowing Public Building Grounds | 11.7 acres | 4 | 32 | 36 |
| Mowing of Parks' Grounds | 66.5 acres | 4 | 34 | 40 |
| Mowing of Sports Turf | 15 acres | 8 | 79 | 90 |
| Athletic Fields (11) Maintained and Prepped | Ballfield, Soccer, Football | 46 | 878 | N/A |
| Athletic Courts (26) Maintained | Tennis, Basketball, Racquetball, Shuffleboard, Volleyball | 2 | 63 | N/A |
| Parks and Buildings Litter Removal | 92 acres | 11 | 132 | N/A |
| Trees in parks and building grounds maintained (4,484) | Trimmed (12) Sabal Palms, (50) Live Oaks, (1) Queen Palm and (1) Gumbo Limbo at IVB Complex; trimmed (15) Bald Cypress, (3) Live Oaks, and (1) Silver Buttonwood at Municipal Complex; trimmed (60) Live Oaks, (22) Sabal Palms, (50) Slash Pines, and (3) Royal Poinciana at Freedom Park. | 218 | 1207 | 892 |
| Playground Areas Maintained (15) | N/A | 8 | 125 | N/A |
| Parks and Playground Safety Inspections | 15 Playground areas, 13 Parks, 11 Athletic Fields, & 9 Public Buildings | 1 | 9 | 12 |

6. DEPARTMENT OF CORRECTIONS WORK SQUAD

| ACTIVITY | COMMENTS | 07/11/16 – 08/05/16 | FISCAL YEAR TO DATE | FY2016 BUDGET |
|-------------------------------|--|--------------------------------|--------------------------------|--------------------------|
| Canal Maintenance | (1) A Canal, (1) B Canal | 1 | 11 | N/A |
| Alleyway Maintenance | 5.56 miles | 1 | 11 | N/A |
| R-O-W Litter Removal | City Streets | 1 | 6 | N/A |
| R-O-W Landscape Maintenance | City Streets | 1 | 16 | N/A |
| Median Landscape Maintenance | Jog Road | 1 | 4 | N/A |
| Landscape maintenance | Municipal Complex | 1 | 16 | N/A |
| Landscape maintenance | Community Park | 1 | 8 | N/A |
| Landscape maintenance | Gladiator Park | 1 | 3 | N/A |
| Landscape maintenance | Veterans Park | 1 | 4 | N/A |
| Landscape maintenance | Freedom Park | 1 | 15 | N/A |
| Work Squad Total Hours Worked | 4 inmates for 7 days, 5 inmates for 6 days, 6 inmates for 4 days | 488 | 4591.25 | Estimated 5,500 hr/yr |