



# CITY OF MARCO ISLAND, FLORIDA

## PUBLIC WORKS DEPARTMENT

### MEMORANDUM

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To: City Council  
Through: Michael A. McNees, City Manager  
From: Timothy E. Pinter, P.E., Public Works Director  
Re: Public Works Dept Monthly Report Nov 2021  
Date: December 6<sup>th</sup>, 2021, City Council Meeting

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**The following activities were conducted by the Street and Drainage Staff:**

- N. Barfield Dr. pressure wash road due to dump truck spilling base rock.
- Sweep bike paths.
- Crosswalk inspections.
- 248 Polynesia Ct. swale grade; went back with sod.
- Repair two potholes on Goldenrod Ave. and Marco Lake Dr.
- Help IT with Bucket truck at new office building.
- Clean traffic light cameras.
- Clean up all bridge decks.
- 239 Castaways fill sinkhole near catch basin, need to camera at low tide.
- Checked streetlights for power for Christmas lights from Jolly Bridge to Barfield Dr.
- Montego Ct/ Landmark sidewalk repair due to roadway paving elevation change remove one panel.
- Install turtle signs at both beach access points.
- Clean up debris from car accident at San Marco Rd/ Heathwood Dr.
- West Elcam/North Collier reset traffic light that was in 4-way flash mode.
- Fieldstone/ Landmark repair sidewalk due to elevation change from paving job; remove and replace one panel.
- Java Ct. remove and replace sidewalk panels due to elevation change from roadway paving.
- Lido Ct remove and replace sidewalk panels due to elevation from roadway paving.
- S. Barfield clean up rock all over roadway.

- West Elkcarn/N. Collier had to reset traffic lights 3 times today.
- Lower flags to half-staff.
- Pressure wash city benches/trash cans on Collier Blvd.
- Piedmont Cir. remove busted up mitered end and repour new concrete collar.
- Replace sod on numerous sidewalk jobs off Landmark St.
- Swallow Ave. in front of South Beach Parking repair edge of road.
- Pressure wash benches and trash cans on Bald Eagle and shared path near Mackle.
- Bald Eagle DR/Collier Blvd repair brick pavers that was a trip hazard.
- Winward DR. repair pothole.
- Tallwood Street repair potholes.
- Menorca Ct. replace wood sign pole with metal pole and ordered new street name sign.
- N. Barfield Dr./Windmill Ave, replace two broken navigation lights with two new lights.
- Bald Eagle Dr. repair brick pavers due to an area that sank around storm structure.
- Removed two signs for Vet Park until park is complete.
- Herb Savage Way repair numerous potholes.
- Heathwood Dr./San Marco Rd Southern Signal come out to see why westbound camera is not working. Coming back with bucket truck.
- Sandhill Bridge replace green navigation light that was hit and broke off.
- Piedmont Ct. replace wooden sign pole with metal one.
- Whiteheart Ct/ S. Heathwood replace wood sign with metal pole.
- Bridge walkway light inspection.
- Maywood Ct. replace wood sign pole with metal pole.
- Kendall Dr./ Clifton Bridge pressure wash and prep for paint.
- Kendall Dr. pick up roadkill.
- 25 New Issued Right of Way Permits
- 98 Right of Way Inspections

**The following activities were conducted by the Stormwater Engineer:**

- Eighteen (18) Right of Way Permit applications reviewed for compliance.
- Eight (8) Site Development Plan applications reviewed for compliance.
- Eleven (11) Building Permit applications reviewed for compliance.
- Erosion and sediment control inspections/site visits weekly (on going).
- Municipal separate storm sewer system (MS4) compliance/reporting/record keeping (on going).
- City MS4 inspections/investigations/repairs.

- Commercial stormwater management system inspections.
- MS4 Notice of Intent (NOI) Cycle 2 approved and issued.
- WAC Meeting.
- Investigations of MS4 related violations, complaints, calls, etc. (on going)
- Water Quality Ordinance/Code revisions/additions
- Monitoring/Sampling RFP
- ROW Handbook revisions/modifications
- Water Quality Restoration Plan
- Single Family Home stormwater mgmt. code

### **Job duties Admin Asst. Public Works -Tracey Barnett**

#### Invoices

- Working in Tyler Software, entering invoices, receiving.
- Balance gas statements monthly
- P-card statements (Monthly)
- P card invoices (daily)

Constant emails between accounting and or vendors for invoices to be paid.

Keeping all invoices electronically filed for convenient access.

Keep log of all incoming calls and messages.

Typing Misc. reports for Public Works Department.

#### Meetings

- Attending 3 committee meetings a month BAC, WAC, Hideaway Beach.
- Working in Legistar5.
- Setting up new Agendas.
- Finalize minutes from prior meeting.

Constant emails between Jim and committee members for updates to agendas and minutes

**The following is a status update of various Public Works Projects:**

- W. Winterberry Bridge Design – Plans are 95% complete. TY Lin is addressing comments from the Corps of Engineers, SFWMD and LCEC.
- Sidewalk Construction- Awarded contracts for the Inlet Drive Sidewalk, Bald Eagle Dr. Sidewalk, and the San Marco Road from Vintage Bay to Goodland Road. Construction started November 10<sup>th</sup>, for Bald Eagle and is scheduled to begin on December 20<sup>th</sup>, 2021, for Inlet Drive. The start date for San Marco Rd. Project is December 6<sup>th</sup>.
- Annual Roadway Resurfacing Project has been completed. Final striping is dependent on contractor availability but should happen in December.
- Veterans' Community Park Project Notice to Proceed with construction was issued on July 26<sup>th</sup> with a completion date scheduled for June 2022. Work is ongoing for the Bandshell and the Restroom buildings. Park equipment and features have been ordered and are being delivered prior to installation. Street Lights have been ordered and will be delivered in 6 to 8 weeks.
- Contract for the San Marco/Heathwood Intersection Project has been accepted by FEMA for final acceptance of the construction bids. Quality Enterprises, USA awarded the contract and work began on November 15<sup>th</sup>, 2021.
- Contract of the Fruit Farm Creek Culvert Installation Project was awarded to Quality Enterprises, USA and work is scheduled to start on December 6<sup>th</sup>, 2021.