



CITY OF MARCO ISLAND, FLORIDA PUBLIC WORKS DEPARTMENT MEMORANDUM

To: City Council
Through: Michael McNees, City Manager
From: Timothy E. Pinter, P.E., Public Works Director
Re: Public Works Department Monthly Report – April 2020
Date: May 4th, 2020 City Council Meeting

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

- Repaired signs on Fairlawn Ct.
- Completed Citywide crosswalk inspections
- Cleaned 84 Storm Drain Inlets on Collier Blvd. (Cleaning of inlets reduced due to staff reductions during COVID-19)
- Repaired sink hole on Rookery Ct.
- Power swept all bike pathways
- Repaired and painted the roofs of the car ports in the PW yard
- Vehicle maintenance on PW18 to repair light bar.
- Debris cleanup on Collier Blvd. after vehicle accident
- Repaired pothole along Barfield Dr., Yellowbird Dr. and San Marco Rd. a total of 10 locations.
- Cut back shrubs along San Marco Rd and Collier Blvd. to improve site distance.
- Provided maintenance of traffic signal camera at Collier Blvd. and Kendall Dr. to improve turning movements.
- Provided maintenance of traffic signal at San Marco Rd. and S. Barfield.
- Repaired loose storm drain manhole cover on W. Elkcarn.
- Staff replaced rusted out truck body bushings on PW 13, 14, and 02, saving approximately \$4000.00 in unplanned repair costs.
- Processed 37 Right-of-Way permits with 53 inspections.

The following activities were completed by Stormwater Engineer:

- Five (5) Site Development Plan reviews.
- Eleven (11) Right-of-Way permit reviews.
- Erosion & Sediment Control inspections and reports during construction – Ave. 10 per week.
- MS4 Compliance/Reporting/Records. Completed the Audit response letter, updated scheduling and created a record keeping procedure.
- Reviewed the proposed amendment to the MS4/Stormwater Ordinance as outlined by review of the WAC. Editing for submittal to the Planning Board for review.
- Review the Community Rating System with the Flood Plain Coordinator to ensure maximum points for Section 450 of the report.
- Respond to comments from FEMA concerning the Stormwater Management Regulations in the Ordinance regarding the score and what needs to be revised to obtain maximum score in the future.

The following activities were completed by PW Administrative Assistant:

- P-Card readjustments for 2/1/2020 to 2/30/2020.
- P-Card statements for all PW staff for the month of March and April.
- Updated the web site page for Public Works, Bike Committee and Waterways Committee.
- Receiving on numerous purchase orders for monthly service vendors.
- Direct contact with vendors regarding payments, invoices and statements.
- Daily communication with PW Director, Construction Manager and supervisors regarding daily activity of staff for recording in the monthly report update.
- Updated the COVID-19 temperature file for all PW employees.
- Cataloging all new receipts for purchased by PW staff for April.