



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 – October 2020
Date: November 9th, 2020 City Council Meeting

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

- Swept all the Bike paths.
- Continued Swale grading on Seaview Court.
- Filled in numerous potholes on North Barfield Drive.
- Straightened signs/poles around the Island.
- Inspect bridge walkway and navigation lights.
- Filled in potholes on South Barfield Drive.
- Cleaned the roadways.
- Filled in potholes on North Barfield bike lane.
- Replaced the sign blades on Bimini Court and Kirkwood.
- Filled in pothole at North Barfield and Bald Eagle Drive.
- Placed 8 pallets of sod on Seaview Court.
- Cut out and replaced a sidewalk panel by St. Marks Church.
- Cleaned all the traffic lights cameras on the Island.
- Repaired a depression on San Marco Road and Heathwood Drive.
- Repaired a fence that belongs to the City behind Ace Hardware.
- Repaired the edge of road Sixth Ave/Elkcam Circle with 16 bags of cold patch.
- Filled in a sink hole on Herb Savage Way.
- Filled in a sink hole on Samoa Ave near a storm drain.
- Performed a crosswalk inspection to make sure all the traffic push buttons were working.

The following activities were completed by Stormwater Engineer:

- Eighteen (18) SDP reviews
- Four (4) ROW permit reviews.
- Erosion and Sediment Control inspections and reports during construction – Avg. 3-5 per week.
- MS4 Compliance/Reporting/Records.
- MS4 reporting submitted to FDEP per schedule (Cycle 1, Year 4).
- Prepared MS4 Report for Cycle 1, Year 5.
- Responded to MS4 Request for Addition Information for Cycle 1, Year 5 Report
- Prepared MS4 Notice of Intent for Cycle 2
- MS4 complaint investigations
- Coordinate field work and various tasks with Environmental Research and Design, Inc.
- WAC meeting
- Crisis Track reporting
- Street Sweeping Program
- Residential ROW & Building Permit coordination – Environmental Research and Design, Inc.
- MS4 Mapping – Google Earth

The following activities were completed by PW Administrative Assistant:

- Direct contact with vendors regarding payments, invoices, and statements.
- Cataloging all new receipts for purchased by Public Works staff for the month of October.
- Create agendas for The Beautification Advisory Committee, Hideaway Beach Tax Board and The Waterways Advisory Committee.
- Attended the meetings for The Beautification Advisory Committee, Hideaway Beach Tax Board and The Waterways Advisory Committee.
- Completed meeting minutes for The Beautification Advisory Committee, Hideaway Beach Tax Board and The Waterways Advisory Committee.
- Record all the information within a month regarding all the activity being performed in Public Works/COVID-19.

- Go to local places on the Island to purchase Operating equipment for Public Works employees.
- Received on any purchases for the month of October.
- Inspect and record project documents for both North Collier and San Marco sidewalk projects.