



CITY OF MARCO ISLAND, FLORIDA PUBLIC WORKS DEPARTMENT MEMORANDUM

To: City Council
Through: Michael A. McNees, City Manager
From: Timothy E. Pinter, P.E., Public Works Director
Re: Public Works Department Monthly Report – June 2021
Date: July 19th, 2021, City Council Meeting

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

- Clean traffic light cameras.
- Tie up loose hanging wires/cables.
- Dogwood Dr/Sheffield Dr. changed out dead-end sign.
- Fill storm structure sinkhole at 100 block of Tahiti Rd.
- Sign work San Marco Rd./Collier Blvd.
- South Barfield Dr. pick up MOT for lane that was shut down due to accident.
- San Marco Rd /South Heathwood repair three potholes.
- Repair Yellowbird Rd closed sign.
- Remove City banners from light poles Collier Blvd. for hurricane season.
- Valley Ave. repair edge of road with cold patch.
- Granda Dr./ Dogwood Dr. trim trees back from roadway at dead end.
- Herb Savage Way replace one sign.
- Barbados Ave. replaced wood sign pole with metal pole.
- Straighten sign poles behind Mackle Park area.
- Sweep bike paths.
- Yellowbird Ave. install/new signs and level up old ones.
- Pick up trash along Yellowbird Ave.
- 100 Block of Collier Blvd. repair gap in sidewalk/bench panel of sidewalk.
- Gulfport Ct. replaced wood sign with metal pole.

- 250 Bald Eagle Dr. place sod over area and around catch basin.
- Level up numerous street signs.
- Work on Generators and prep hurricane season
- Message board for maintenance.
- Collier Blvd./ West Elcam Cir. reset traffic light in 4-way flash mode.
- San Marco Rd./South Heathwood Dr. install State Law yield to pedestrians on traffic light mast arms.
- S. Heathwood Dr. repair a depression in roadway with cold patch.
- Bald Eagle Dr. pick up roadkill.
- Jolley Bridge clean up trash around area.
- Sixth Ave/ Yellowbird St. move and level up signs.
- Inspect all bridge lighting.
- San Marco Rd./Templewood Ct. changed out wood sign for metal pole.
- 475 Nassau Ct. found sink hole at seawall plugged hole from inside with concrete. Need to repair pipe at low tide.
- Crosswalk Inspections.
- Sweep sand off roadways from rain event.
- Kendall Bridge replace broken green navigation light.
- Pick up trash in North Barfield DR. swale.
- Checked problem area storm drains for debris and cleaned off.
- Yellowbird/ Fruitland changed out wooden sign with metal pole.
- Bald Eagle Dr./Heathwood Dr. change out wood sign replace with metal pole.
- North Barfield Dr./Canby Ct. change out wood sign replace with metal pole.
- Clean all traffic signal control boxes and replace air filters.
- Repair 6 potholes on N. Barfield Dr.
- 52 New Issued Right of Way Permits
- 110 Right of Way Inspections

The following activities were conducted by the Stormwater Engineer:

- Eleven (11) Right of Way Permit applications reviewed for compliance.
- Two (2) Site Development Plan applications reviewed for compliance.
- One (1) Building Permit application 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).
- MS4 Notice of Intent (NOI) Cycle 2 approved and issued.
- Investigations of MS4 related violations, complaints, calls, etc. (on going)
- Single-family construction - erosion and sediment control plan permitting requirements and code revisions.
- Community Rating System (CRS) code revisions/additions for stormwater management.
- Amend the Stormwater Regulations code for CRS compliance.

Job duties Admin Asst. Public Works -Tracey Barnett

Invoices

- Working in Tyler Software
- Entering invoices, receiving, budget transfers, and change orders.
- Enter as they come in by email, and hand delivered.
- 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.

Meetings

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

- Upload minutes and videos of meetings.
- Finalize minutes.
- Learning to maneuver on City Website, committee pages. (Misc. training)

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

The following is a status update of various Public works Projects:

- Yellowbird Roadway/Utility Project is completed.
- W. Winterberry Bridge Design – 90% plans due to PW July 15th.
- Sidewalk Construction- Awarded contracts for the Inlet Drive Sidewalk, Bald Eagle Dr. Sidewalk, and the San Marco Road from Vintage Bay to Goodland Road. Pre-construction meetings are scheduled for the end of July 2021.
- Annual Roadway Resurfacing Project is scheduled for a partial start up on July 26, for the roadways around the schools (Jamacia, Trinidad, Kirkwood, Bermuda, and Cushing) so that the start of classes will not be disrupted. Continuation of the paving operations for the remainder of the two areas is scheduled to begin on September 20th, to avoid the rainy season as much as possible.
- Veterans' Community Park Project is tentatively scheduled to begin on July 26th.
- LCEC has provided a proposal to install eleven (11) 100 watt LED streetlights on existing power poles from Floral Ct. easterly to the Marco Island Academy to provide lighting along the new shared use pathway. Cost to install the light fixtures is \$6,961.45, to be paid from the Public Works Electric Utility fund.