

## Public Works Quarterly Report for the Fourth Quarter 2024

Richard Gallant CDM – Public Works Director

Craig Lower – Public Works Superintendent

The Public Works Department is responsible for maintaining safe, quality roadways and drainage infrastructure for residents and visitors who live, work and travel throughout the Town.

The department's responsibilities encompass performing all needed repairs & maintenance related to roadway system including right-of-way/easement mowing, tree trimming, (excluding privately owned roads), traffic control, bridges, drainage system & structures, and responding to emergencies in order to keep the roadways and drainage infrastructure safe and operational.

Additionally, the Public Works Department is responsible for the emergency management function of the town including overseeing storm related debris removal and recovery functions.

### Grading:

The total number of miles graded by Public Works in the month of October is: 54.851

The total number of miles graded by Public Works in the month of November is: 73.752

The total number of miles graded by Public Works in the month of December is: 69.379

During the fourth quarter Public Works graded a total of 197.982 miles of unpaved roads throughout the town.

Town staff continue to conduct the work of road restoration to return the unpaved roads to good condition, and improve them to recue complaints using best management practices and acceptable engineering standards. Public Works has completed the paving portion of the 2024 paving project. The temporary striping has been done and once all the asphalt cures, the thermoplastic striping will be installed. Due to budget constraints, there are still several areas in the Town where work needs to be completed and as we have the ability, will complete that work.

Public Works Management continually evaluates the road conditions and has modified the current grading schedule after completing the recent road audit. In order to ensure the road grading frequency is in line with the needs of the residents, Public Works management has modified the grading schedule to ensure all of the roads are graded a minimum of twice a month.

### Mowing activities on Town roads and canal banks

Mowing operations continued during the third quarter of 2025.

The total number of miles mowed in October is: 129.65

The total number of miles mowed in November is: 135.15

The total number of miles mowed in December is: 150.02

The mowing crew has mowed 414.82 miles of canal bank, swale, and drainage ditches. The staff continues to work diligently to remove large amounts of overgrowth to improve the towns appearance and create a safer environment. The mowing crew has adopted a methodology to mowing to ensure all of the parts of Town that they are responsible for is completed before moving to a different section. The use of this methodology has increased efficiency and improved the appearance of the Town canals and swales.

### Canal and Culvert Maintenance

Public Works Management continues to observe the canal banks and culverts throughout the town and continuing to modify the list of culverts that are in need of repair or replacement. We continue to locate and extend the culverts that were inadvertently buried under roads or canal banks. The department continues to develop a list of culverts that need to be replaced. Service interruptions and road closures to traffic in order to replace culverts that have reached the end of their service life will be minimized to the best of the ability of the crews completing the work. There will be times in which roads may need to be closed during unscheduled repairs. It is the

intent of staff to provide as much notification as possible during such events.

Some of the culverts that were identified as in need of replacement beyond those identified in the capital improvement plan are culverts on Hyde Park between 852 and 958 and the North end of the Hyde Park Rd, E Rd and Lower North Rd, in front of 15410 North Road, these are on the schedule to be replaced. The culverts at Global Trail and North Road were recently replaced. Staff is going to also be required to eventually reset the elevation of multiple culverts that were replaced but set to high. A few of the areas include Casey Rd and F Rd, and between 1104 and 1222 E Rd. Evaluations of other issues are continually being reviewed and staff is requesting any known issues known to residents please bring them to management so they can be reviewed and addressed.

#### Roads Repairs:

The Public Works Department continues to monitor the conditions of the existing pavement and will repair the asphalt as needed. Crews are dispatched to make repairs to pavement issues when they become a hazard to driving. Otherwise, edge breaks and minor repairs are made on a quarterly basis.

#### Solid Waste:

There were 66 total complaints to Coastal between from October 1, 2024, thru December 31, 2024, with the fewest in any one month of 13 in December and the most complaints in any one month in November with 31 complaints. 300 tons of yard waste, stumps, and vegetative debris were picked up in that time. Coastal is still awaiting the report from the Solid Waste Authority on the garbage pick up totals for the quarter and the year.

With respect to complaints filed by residents, there were 50 complaints regarding missed pickups and the majority of those were in regard to hurricane debris from Hurricane Milton. The

remaining 16 complaints were not considered valid. Finally, all of the complaints were resolved within the contract parameters. The valid complaints for the year did not meet the contract threshold for assessing fines.

In the aftermath of Hurricane Milton, Coastal was instrumental in assisting the town in removing the 15,658 cubic yards of vegetative debris from around the town. The majority of this vegetative debris was brought to Ashbritt at the Town's debris site on C Rd and Southern Blvd. The debris site was extremely important in the recovery efforts and greatly reduced the transport time allowing more debris to be removed.

### Facility Maintenance

The Public Works Department continues to be responsible for the maintenance of the infrastructure and building owned by the Town. Staff are consulting with a contractor to conduct a heat load test of Town Hall to evaluate the air conditioning units at Town Hall. It has been observed there is a temperature differential in the building and it is believed the existing air conditioning units are not properly sized for the heat load. This can cause issues with short cycling which does not permit the units to run long enough to remove the humidity from the air. This could cause other issues in the building that may affect its staff. We are also reviewing options for the replacement of the sound system that serves council chambers.

Security enhancements are under review at both Town Hall and Public Works. Some of the enhancements include automated security gates with access controls to public works, an access control system with card readers and autolocking doors to both facilities, and higher security doors at town hall. Other projects under consideration include the replacement of the parking lot light fixtures, installing timers on the porch lights, and enhancing the lighting controls in the building.

## Okeechobee Corridor

After multiple conversations with Palm Beach County officials, the Town is responsible for the road maintenance along the Okeechobee corridor. Public Works Management has reviewed the needs along this corridor and the following has been either completed or in the process of improving the safety of travelers along this corridor. Road crossing signs, equestrian area signs as well as other signs are under review and upon approval of a contract for a sign manufacturer, will be ordered and installed throughout the corridor. The existing fire department sign is broken, one of the sign assemblies is missing and in need of replacement. Based on what documents staff could locate, this assembly has not worked since at least 2016. Staff has solicited pricing to replace the fire department flashing sign assembly. The current pricing is around \$10,000 and the item is approved in the FY25 budget. Staff recently obtained approval from a contractor for striping. In the near future a proposal will be brought forward to restripe Okeechobee Blvd and its intersections. The addition of crosswalks with illuminated flashing crosswalk signs for both pedestrians and equestrian travelers traversing the Okeechobee corridor has been studied and pricing obtained. The budgetary cost to add this feature is estimated to approach \$100,000 to complete. In the FY25 budget, we have included four of these signs to start the process and make it a multiyear project that will place crosswalk signs at every intersection of the town at Okeechobee Blvd.

## Capital Improvements

The staff has completed contractor portion of the FY 24 paving plan. Staff has installed the speed hump signs and other traffic control signs on the newly paved roads. Staff has also relocated the mailboxes to comply with the guidance provided by the United States Postal Service. Once other works is completed by our crews, the horse trails portion of the project will commence. The

horse trails will take a while as our staff and resources are limited and rehabilitating the drainage issues in the town are a priority.

**FY 25 Paving Plan:** Paving A Rd. from Collecting Canal Rd. to North Rd. This project will also include all of the gap sections that were excluded in the FY23 paving project. Notices have been sent out to the residents regarding the easements and community meeting was held to discuss the project. This project will commence in stages. The first stage is to obtain the easements for the project. After the trail project is complete, the A Canal will be reinforced and adjusted. It is our plan to begin the installation of the catch basins and culverts under A Rd after the vegetation is removed for the drainage to be installed. Once the road is completely prepped, it will then be paved. This project is scheduled to commence toward the end of the second quarter.

**FY25 Culvert Replacement:** At this time the Town has placed the FY25 culvert replacement and continuing contract out to bid. We are in a period of time referred to as the Cone of Silence. Therefore “In accordance with the Palm Beach County Lobbyist Registration Ordinance, the cone of silence will be in effect as of the due date for proposals in response to this IFB. In summary, the cone of silence prohibits communication between certain Town officials, employees and agents and any entity or person seeking to be awarded a contract (including their representatives, lobbyists and potential subcontractors). The cone of silence terminates at the time of award, rejection of all responses or some other action by the Town to end the selection process.

The scope of the project is to include F Rd and Collecting Canal, Bunny Ln and D Rd, 25<sup>th</sup> Place North and D Rd, West B Rd and North of Okeechobee Blvd, and Kerry Ln and F Rd. The scope of the project also includes a continuing contract to allow the town to award replacement of culvert under \$300,000 for the period on the bid document without having to go through the bid

process again.

### Grant Research and Evaluation

1. Renewal and/or replacement of the D Road gates and pump assemblies SCADA and telemetry systems.
2. Provide design for and procure adjustable weir structures for the entire canal system north of Okeechobee Blvd.
3. Provide design for and procure a pumping system to provide the ability to move water north of Okeechobee Blvd.
4. Obtain design for and install the infrastructure for the area of Citrus Dr, Tangerine Dr, East Citrus Dr, and Orange Ave to improve stormwater drainage and improve the roadway system.
5. Obtain a standard design for a retaining wall system for the existing canal system to improve the capacity of the canal system, make the roads safer, and reduce the maintenance burden of staff throughout the town.
6. Provide revenue to contract with a company to remove debris from the existing stormwater conveyance system to improve functionality and capacity.
7. Obtain a standard design for a retaining wall system for the existing canal system to improve the capacity of the canal system, make the roads safer, and reduce the maintenance burden of staff throughout the town.
8. Provide revenue to contract with a company to remove debris from the existing stormwater conveyance system to improve functionality and capacity.
9. New Public Works Facility as the existing facility is falling apart and does not meet the current FBC.

## Emergency Management

The Public Works Director, who also serves as the Director of Emergency Management, is working with other staff and our CERT team to complete the updates of the Town of Loxahatchee Groves Emergency Management Plan for 2025 season. Some of the updates include the addition of a glossary section and including all disaster types. Utilizing the best management practices from FEMA, the Director will establish and clear and concise chain of command following the Incident Command System.

## Gas Tax Map Revisions

The Public Works Director has completed a detailed review of the gas tax map. This work included evaluating all of the road segments that the town is currently receiving revenue for. The audited gas map indicates the Town has 56.074 miles of roads which the Town of Loxahatchee Groves Public Works Department is responsible for. Of those, 32.21 miles are currently paved, and 23.86 miles are unpaved. This includes the sections of town roads that were recently paved. The town has a total of 131 road segments as shown on the gas tax map. This information is reported to both Palm Beach County and the Florida Department of Transportation as required. Of the 131 road segments, 15 are considered private roads and not serviced by the Town.

## Staffing

The Public Works Department is currently staffed by 12 full time and 1 part time employees.

There are no open positions at this time; the list of positions are listed below:

- 1 – Director of Public Works
- 1 – Superintendent of Public Works
- 1 – Public Works Coordinator
- 3 – Public Service Worker III



- 4 – Public Service Worker II
- 3 - Public Service Worker I

Crews are divided into three teams. 1. Ground Maintenance and Mowing, 2. Drainage Improvements, Road Stabilization, and Grading, and 3. Canal Bank Stabilization, Drainage, and Waterway Enhancements.

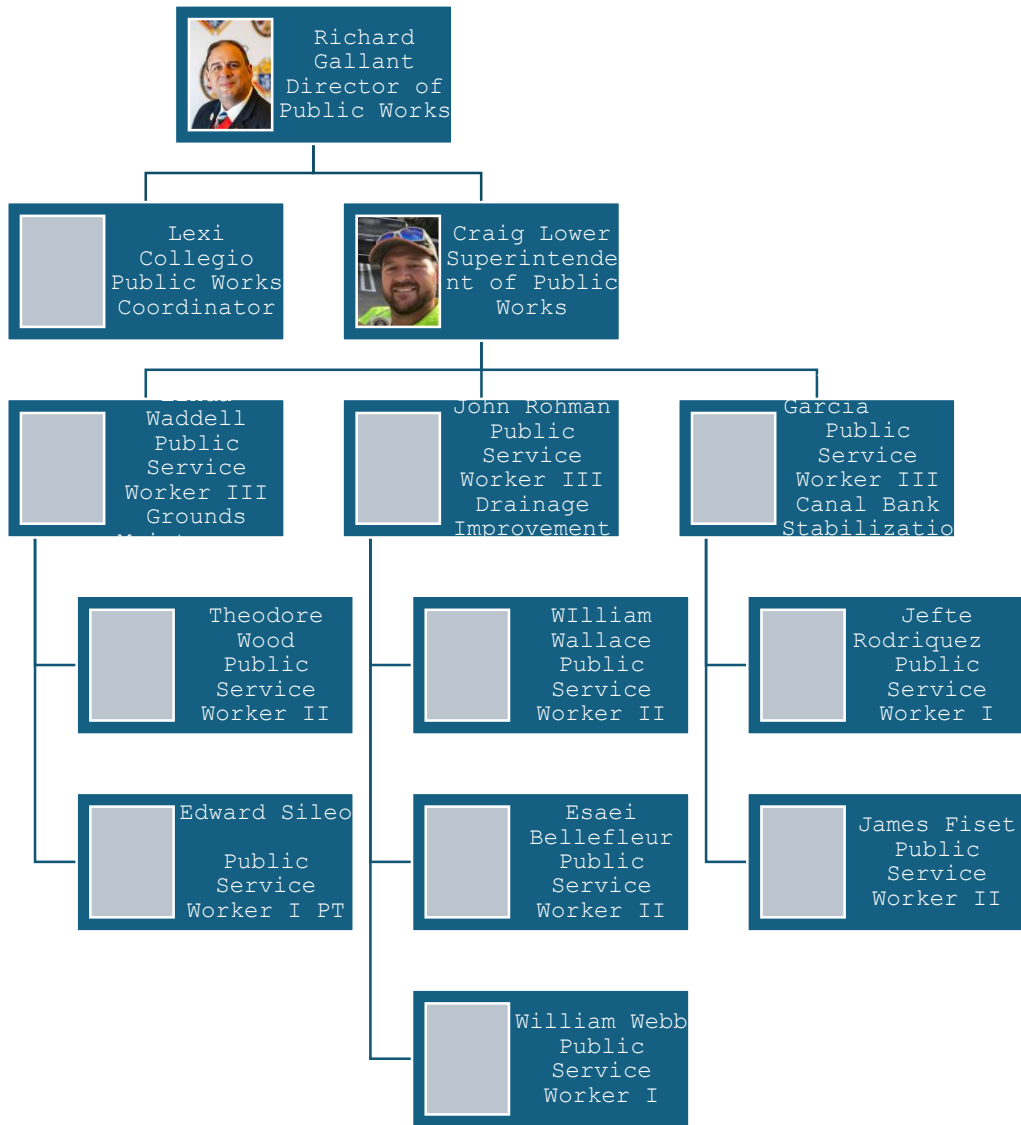
Ground Maintenance is responsible for mowing all canal banks and right of way paths and equestrian paths. This crew continues to be responsible for trimming and grubbing areas of the town that impede equipment, equestrian, or vehicle traffic throughout the Town. A portion of their responsibility is to assist in the maintenance of equipment and inventory of rolling assets as well as consumable items used by Public Works staff. This team will also begin clearing the neighborhood drainage ditches to improve water flow and aid in preventing flooding.

The Drainage Improvement, Road Stabilization, and Grading team is responsible for the maintenance and installation of culverts throughout the Town. They are further responsible for the removal of sediment in the drainage system. This team also responds to drainage structure issues and necessitates any repairs and maintenance to those structures. The crew is further responsible for the timely grading of all unpaved roads in the Town. They are responsible for advising supervision of potential failures and areas where added material is required. Once scheduled by supervision, and is charged with the application of the material to increase the stabilization of the road.

The Canal Bank Stabilization, Drainage, and Waterway Enhancements crew is responsible for the upkeep and maintenance of the canal banks. They are to identify failures and expedite repairs to those failures. A portion of their responsibility is to inspect the canal banks in an attempt to proactively identify failures before they become a wash out.

The Director of Public Works is responsible for all of the components of the department and aided by the Superintendent of Public Works who is responsible for the individual crews. The Director and Superintendent work closely to establish priorities considering the health, welfare, and safety of the residents and visitors first. Public Works also employs a Public Works Coordinator who assists the Director and Superintendent with the administrative functions of the department.

Other initiatives the Public Works Director has been working on revisions to the Emergency Management Plan as the Emergency Management Director. Additionally, training has been identified for all staff in varying degrees to enhance their abilities during an emergency. It is planned that all of these training be completed prior to the start of hurricane season in June. The training of public works staff on safety items as well as proper operation and maintenance of the equipment is used by the department.



## Staff Training and Development

Public Works management continues to evaluate the talents of our staff and how the Town can enhance those talents to improve the abilities of that staff. Weekly safety meetings continue to be held to discuss pending field issues and the concerns of the staff. At this meeting, a safety topic is discussed and covered to provide knowledge to the public works staff with the objective in reducing injuries on the job. Management is evaluating a CDL program to encourage employees to obtain their CDL to better serve the town and expand the resources available to drive the Town's larger equipment. Our suppliers are being tapped to provide training on the use of our

equipment from the manufacturers. Preventive maintenance training from the manufacturers is being put in place.

The Public Works Director recently attended the Certified District Manager class offered by the Florida Association of Special Districts. Plans are in place to send the Public Works Superintendent to the next class and the Public Works Project Coordinator to the Certified District Administrator class in 2025.

Human Resources has put together a program for all employees that will include wellness, ergonomics, drug free workplace, ethics, as well as others. Safety related topics include Hazard Communication, Heat Stress, Personal Protective Equipment, Trenching and Excavation, Slips, Trips, and Falls, and Equipment Spotter Training.

### Equipment Mileage or Hours:

The water pump operated a total of 66.6 hours during the fourth quarter of 2024. The water pump currently has 2350.7 hours on it.

During that time Public Works consumed 1,793 gallons of Off-Road Diesel, 409 gallons of Ultra Low Sulfur Diesel, and 477 gallons of 87 Octane Unleaded Fuel.

In December the town received our 2025 Freightliner Dump Truck. The truck was thoroughly inspected and placed into service. The new dump truck has helped our staff complete projects through the town.

### Vehicle List

Town of Loxahatchee Groves Vehicle and Rolling Equipment Inventory					
Vehicle Number	Vehicle Year	Vehicle Make	Vehicle Model	Vehicle Description	Total Hours
0510	2006	Ford	F250	Utility Truck	267
0710	2007	John Deere	5325	Bush Hog Tractor	0
1110	2011	Ford	F450	Utility	103
1111	2011	Ford	F250	Ext Cab	791
1201	2012	Felling	FT-20-2 LP	Trailer	0
1311	2013	John Deere	220D W	Excavator	6.3
1411	2014	John Deere	5055E	Bush hog	41
1412	2014	New Holland	L225	Loader	12.9
1510	2015	John Deere	XUV855D	XUV	283
1511	2015	Ford	F250	Single	453
1512	2015	John Deere	D105	Lawn Tractor	0.4
1513	2015	Scag	SH61V-25KVD	K1B00179	9
1610	2016	Ford	F250	Crew Cab	216
1611	2016	Ford	Explorer	SUV	1173
1710	2017	Ford	Escape	SUV	726
1810	2018	Triple Crown	5 x 10	Trailer	0
1910	2019	John Deere	5075E	Box Blade	11.4
2110	2021	Kubota	M6S111D	Tractor	168.2
2210	2022	Caterpillar	450		38.3
2211	2022	John Deere	620G	Grader	185
2212	2022	Novae, LLC	Duel Axle	Trailer	0
2301	2023	Evergreen	Aspen	Tractor	91
2401	2024	SANY	SY60C	Excavator	1.8
2501	2025	Freightliner	Truck	Dump Truck	0
		Water Pump			66.6

Culvert and Catch Basin Replacement List

### Culverts & Catch Basin to Replace/Install

Priority	Location/Reference	Pipe Cost	Mobilization	Associated Labor & Costs	Restoration Materials	Catch Basin Cost	Total	Size	Length	Summary
1	F Rd & Collecting Canal	\$198,000.00	\$9,100.00	\$33,500.00	\$195,710.00		\$436,310.00	96"72"/24"	60'	Replace due to imminent failure
1	958 Hyde Pak Rd	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00		\$6,745.20	18"	40'	Failing pipe, North side of pond
1	958 Hyde Pak Rd	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00		\$6,745.20	18"	40'	Failing pipe, East side of pond
1	3974 161st TER N	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00		\$6,745.20	18"	40'	Damage pipe, replace before paving
1	2749 ARd	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$8,847.20	18"	40'	Install pipe for road drainage, under Lakeside Dr
1	14702 North Rd	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$8,847.20	18"	40'	Install pipe for road drainage, under 147th ave
1	3975 147th AVE N	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$8,847.20	18"	40'	Install pipe for road drainage, under North Rd
1	1584 F Rd & Casey Rd	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00		\$6,745.20	18"	40'	Replace pipe for canal drainage
1	Kerry LN & F Rd	\$60,000.00	\$6,000.00	\$8,530.00	\$53,800.00		\$128,330.00	96"	40'	Culvert Replacement Plan
2	1225 D Rd	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00		\$6,745.20	18"	40'	Pipe needs to be redirected
2	13556 North Rd	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00		\$6,745.20	18"	40'	install pipe for road drainage, under North Rd
2	15410 North Rd	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00		\$6,745.20	18"	40'	FPL Damaged pipe
2	Bunny Ln & D Rd	\$60,000.00	\$6,000.00	\$8,530.00	\$53,800.00		\$128,330.00	96"	40'	Culvert Replacement Plan
2	25th Pl N & D Rd	\$40,000.00	\$6,000.00	\$8,530.00	\$53,800.00		\$108,330.00	72"	40'	Culvert Replacement Plan
2	W B Rd North of Okeechobee	\$40,000.00	\$6,000.00	\$8,530.00	\$53,800.00		\$108,330.00	72"	40'	Culvert Replacement Plan
3	South E, 1222 E Rd	\$1,702.80	\$2,000.00	\$2,530.00	\$1,184.00		\$7,416.80	24"	40'	Pipe was installed to high, needs to be dropped 12"
3	South E, 1222 E Rd	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00		\$6,745.20	18"	40'	Pipe was covered when the road widened
3	North B, 15405 Fortner Dr	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00		\$6,745.20	18"	40'	Pipe was covered when the road widened
3	1531 W C Rd	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00		\$6,745.20	18"	40'	Pipe is to short going into canal, south side of property
3	15030 Timberlane Pl	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00		\$6,745.20	18"	40'	Pipe is to short going into canal, south side of property
3	G Rd W & North Rd	\$4,902.80	\$2,000.00	\$2,530.00	\$1,184.00		\$10,616.80	48"	40'	Replace pipe for canal drainage
3	154 Temple Dr	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00		\$6,745.20	18"	40'	Replace pipe for canal drainage
3	125 Temple dr	\$1,031.20	\$2,000.00	\$2,530.00	\$1,184.00		\$6,745.20	18"	40'	Replace pipe for canal drainage
3	Folsom Rd & 25th St N	\$7,353.00	\$2,000.00	\$8,530.00	\$1,184.00		\$19,067.00	48"	60'	Culvert Replacement Plan
3	14659 Collecting Canal Rd		\$2,000.00	\$2,530.00	\$1,184.00		\$5,714.00			Repair and Extend pipe that buried from paving project
3	12873 Collecting Canal Rd		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	12955 Collecting Canal Rd		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	13252 Collecting Canal Rd		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	14165 Collecting Canal Rd		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	14281 Collecting Canal Rd		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	14439 Collecting Canal Rd		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	14599 Collecting Canal Rd		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	14717 Collecting Canal Rd		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	15045 Collecting Canal Rd		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	15409 Collecting Canal Rd		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	3057 E Rd N		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	3123 E Rd N		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	3255 E Rd N		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	3509 E Rd N		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	3653 E Rd N		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	3701 E Rd N		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	3766 E Rd N		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	2365 Folsom Rd		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	2585 G Rd W		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	2659 G Rd W		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	2763 G Rd W		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
3	13038 North Rd		\$2,000.00	\$2,530.00	\$1,184.00	\$2,102.00	\$7,816.00			Install Catch Basin for FY23 paving
	<b>Total</b>						\$1,238,625.80			