

# Public Works Department Monthly Report May 2019

**Lance Henrie**  
**Public Works Director/Assistant City Engineer**

## **PUBLIC WORKS ADMINISTRATION**

### **MONTHLY OPERATIONS:**

- Maintain Public Works Blue Stakes
- Administration of reports and Sharepoint Database: Check Requests, Right of Way Permits, Department Schedules, Citizen Requests, Filing, Monthly Inspections, P-Card Coordination, Employee Timesheets, Overtime Database, On Call/Call Out Logs, Vehicle/Equipment Timesheets, Equipment Calendar, Absence Requests, Division Safety Trainings, Employee Driver License Verification, Commercial Driver License Medical Physicals, Work Orders, Arizona Department of Environmental Quality Burn Permits, Special Event Time and Material Costs.
- Cemetery business and administration of cemetery property, new deeds, burials, permits, database, etc.
- Capital Improvement Project reviews and discussions
- City of Safford US 70 Route Detour Study Operations Meeting
- Pre-construction Meeting for 8<sup>th</sup> Street sidewalk project
- 2<sup>nd</sup> Quarter Graham County CPP Meeting
- Special Events Committee Meeting
- Monthly Public Works Division Budget Meetings
- Meet with Gonzales Family regarding 16<sup>th</sup> Street drainage easement
- La Tierra neighborhood meeting to discuss La Tierra Pocket Park plans
- US 70 Route Detour Study Existing and Future Conditions and Evaluation Criterial Review TAC Meeting
- Meeting with Craig Bloomfield (Velocity Builders)
- 2019 Graham County CIF Review Packet

### **WORK ORDERS:**

Received: 14

Resolved: 9

## **FACILITY MAINTENANCE DIVISION**

Employees: 5, Inmates: 3

### **WORK COMPLETED:**

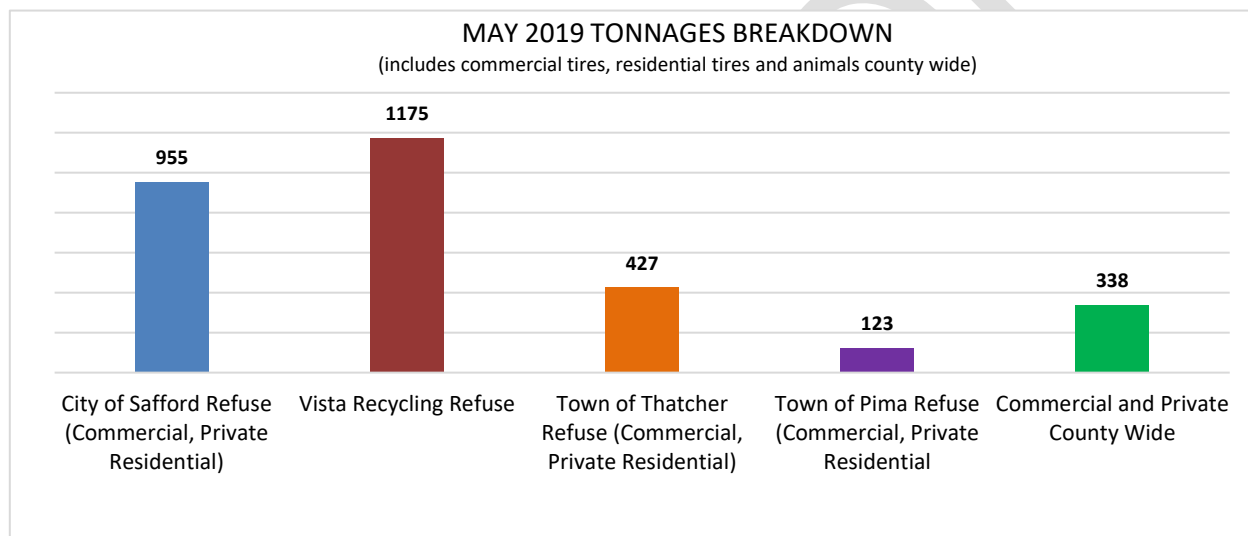
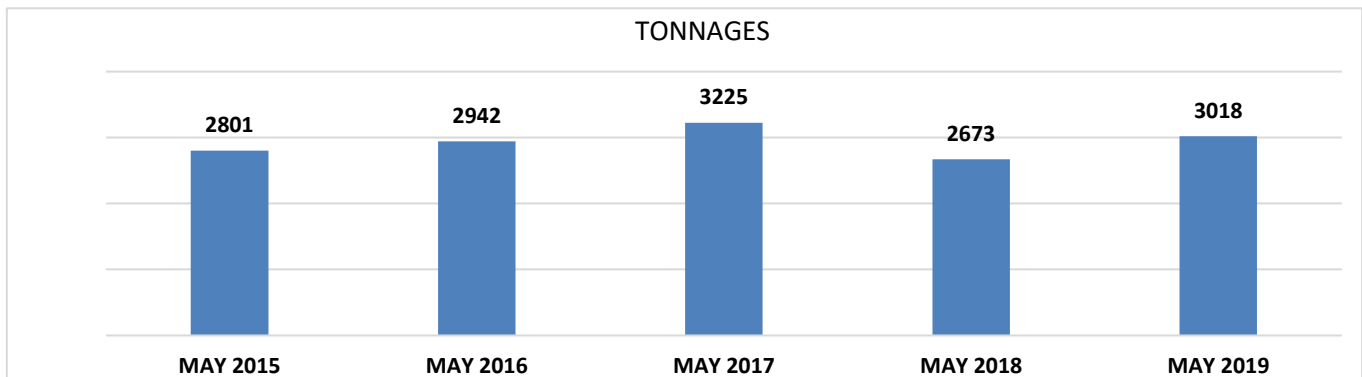
- Monthly Inspections:
  - Air Filters (6 HVAC units): 65 filters replaced, 17 filters washed
  - Fire Extinguishers (193 total): 0 Replaced
- Worked on bids and plans for upcoming projects
- Completed Glenn Meadows Restroom Project
- Finished collars for the Reclamation Pond
- Began foundation work for light poles on Multi-Use Trail

### **WORK PLANNED FOR JUNE:**

- Monthly air filter and fire extinguisher inspections
- Work on bids and plans for upcoming projects
- Continue light pole foundation work on the multi-Use Trail
- Begin work at the La Tierra Pocket Park

## LANDFILL DIVISION

Employees: 5



- Green Waste: 24 Tons
- Tires (County wide) delivered to Landfill: 3517 Tires

## PARKS AND CEMETERY DIVISION

Employees: 5, Inmates: 2

### WORK COMPLETED:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Installed water main on second half of phase one of Cemetery Water Line Project
- Continue with planning of La Tierra Park
- West side and older section of Cemetery water back on and operational
- Repaired fencing around the backflows and southeast corner of Cemetery
- Prepared Safford Pool for season opening
- Assisted with Glenn Meadows restroom project
- Built light pole cages and poured five light pole bases for Multi-Use Trail light project
- City Annex water fountain recoated and back on for summer

**WORK PLANNED FOR JUNE:**

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Continue installation of light pole bases on Multi-Use Trail
- Continue the install of water lines at the Cemetery
- Work on La Tierra Park project

**SANITATION DIVISION**

Employees: 5, Inmates: 2

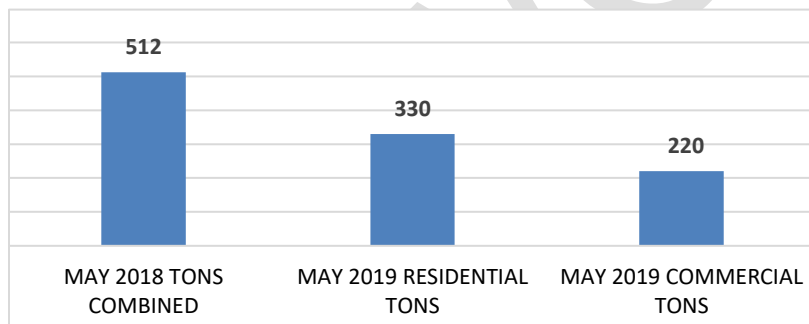
• **WORK ORDERS:**

Received: 38

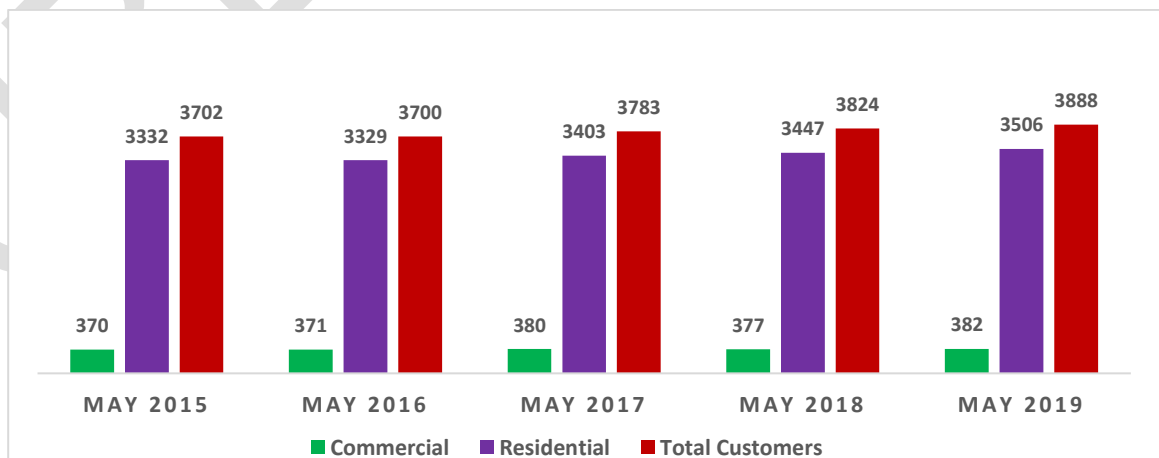
Resolved: 38

Repairs/Replacements: 16

**CITY OF SAFFORD RESIDENTIAL & COMMERCIAL REFUSE PICK UP**



**SANITATION CUSTOMERS  
(Residential and Commercial)**



## **STREET DIVISION**

Employees: 9, Inmates: 4

### **WORK COMPLETED:**

- Chip seal prep and sealed city streets and parking lots
- Installed pipe and backfilled at Reclamation Pond
- Dug out base for new fuel tanks at Mesa Yard
- Poured sidewalks on 4<sup>th</sup> Street and backfilled entrances to Catholic Church
- Alley and ROW weed control
- Continue road/dirt work on Industrial Loop Road
- Saw cuts and prep work for Utilities and Street Division's Hot-Mix
- Worked on 3<sup>rd</sup> Avenue curbs and poured sidewalk
- Assisted Sanitation with Recycle can removals
- Cleaned and flushed drains on 7<sup>th</sup> Street
- Swept float off chip sealed streets

### **WORK PLANNED FOR JUNE:**

- Sweep float off parking lots and streets
- Install 5<sup>th</sup> Street manhole access on drainage box at 2<sup>nd</sup> Avenue
- Installed last pipes at Reclamation Pond
- Cleaned out Gonzales Ditch
- Alley weeds and ROW maintenance
- Grade alley South of 20<sup>th</sup> Street for improved waterflow
- Stripe parking lots and stop blocks
- Reroute Gonzales Ditch and install pipe
- Repair guardrail at Landfill