

Public Works Department Monthly Report July 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
- Special Events Committee Meeting
- Landfill Equipment Operator, Parks Maintenance, Street Maintenance and Facility Maintenance position interviews
- U.S. 70 Route Detour Study Technical Advisory Committee (TAC) Meeting #3 – Recommended Improvements Report

WORK ORDERS:

Received: 25
Resolved: 8

FACILITY MAINTENANCE DIVISION

Employees: 5, Inmates: 3

WORK COMPLETED:

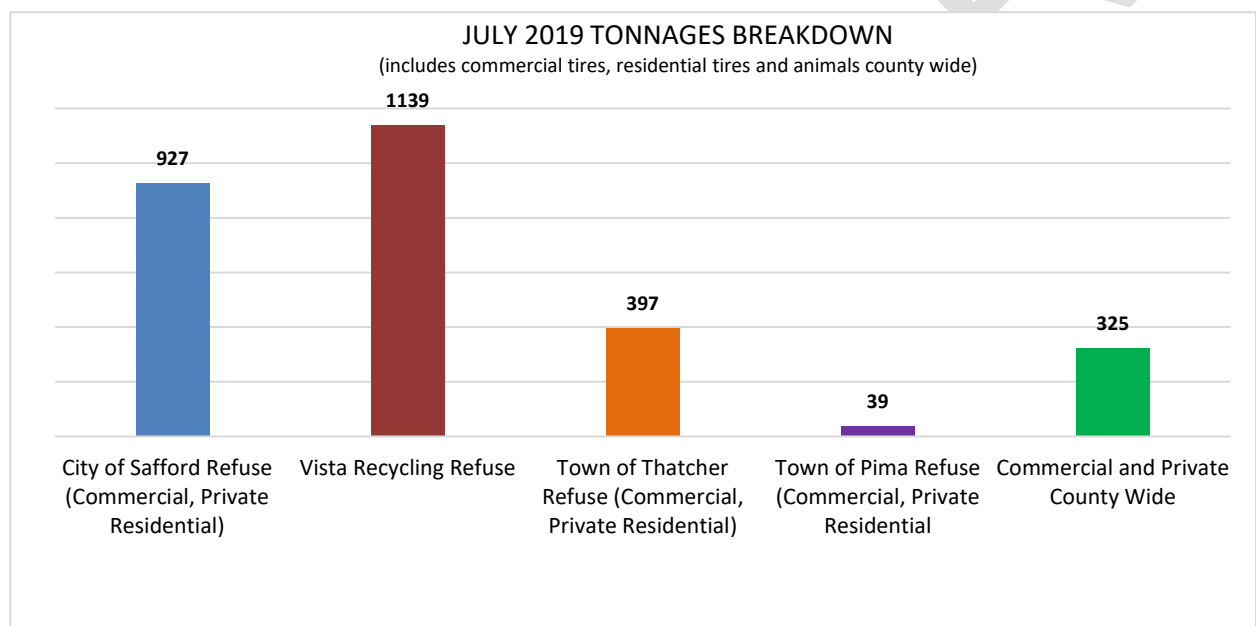
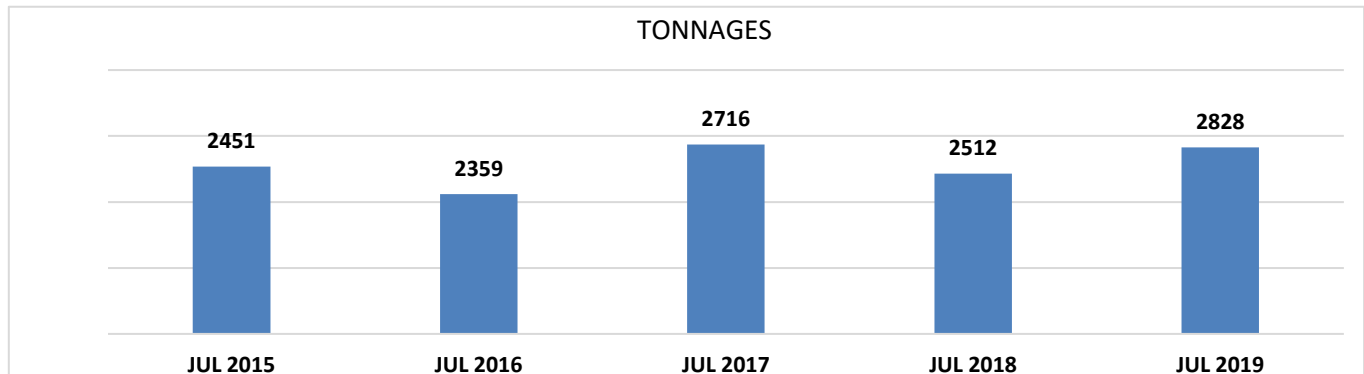
- Monthly Inspections:
 - Air Filters (6 HVAC units): 65 filters replaced, 17 filters washed
 - Fire Extinguishers (193 total): 0 Replaced
- Continue La Tierra Pocket Park project
- Worked on bids and plans for upcoming projects

WORK PLANNED FOR AUGUST:

- Monthly air filter and fire extinguisher inspections
- La Tierra Pocket Park project
- Work on designs, bids and plans for upcoming projects

LANDFILL DIVISION

Employees: 3



- Green Waste: 10.16 Tons
- Tires (County wide) delivered to Landfill: 3,153 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 2" water main and laterals in new section of water line project at Cemetery
- Assisted with dirt work on La Tierra Pocket Park project
- Repaired irrigation leaks on city property in various areas
- Trenched for electrical conduit on the Multi-Use Trail for trail light project
- Installed and covered electrical conduit on 11 of 14 light pole runs on trail light project
- Assisted with setting 9 light poles and pulling string for electric wire on trail light project

WORK PLANNED FOR AUGUST:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Continue work on La Tierra Pocket Park project
- Continue install of cemetery waterline renewal project
- Continue Multi-Use Trail lighting project

SANITATION DIVISION

Employees: 5, Inmates: 2

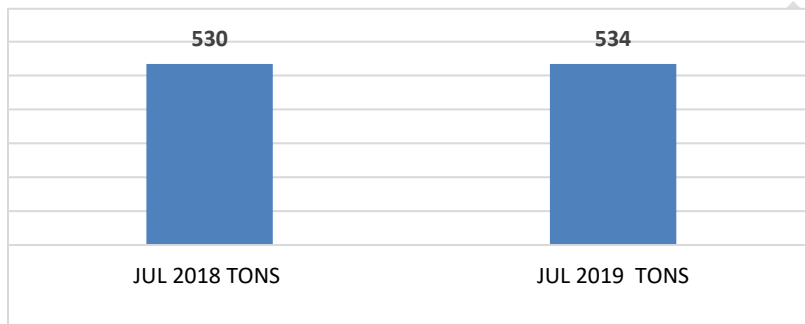
- WORK ORDERS:**

Received: 29

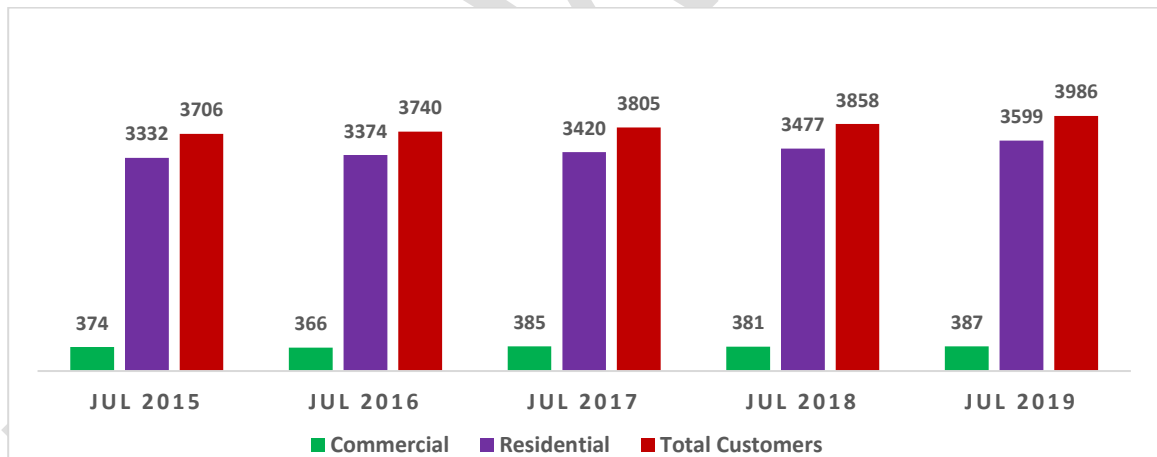
Resolved: 22

Repairs/Replacements: 7

CITY OF SAFFORD RESIDENTIAL & COMMERCIAL REFUSE PICK UP



SANITATION CUSTOMERS (Residential and Commercial)



STREET DIVISION

Employees: 9, Inmates: 4

WORK COMPLETED:

- Poured cement box and lid at Gonzales/Bodine ditch
- Backfilled with no-shrink at Gonzales/Bodine ditch
- Installation of telespar bases continues
- Backfilled shoulders in front of 10th Avenue apartments and sidewalk with cold mix
- Dug footings and bases at La Tierra Pocket Park for ramadas
- Removed, formed and poured island into Los Diez
- Striping prep and lay-out
- Striped crosswalks, stop blocks, center lines and painted curbs around schools
- Began grading ADOT retention pond for drainage improvement
- Removed debris and weeds from ditch at end of W. Relation Street
- Cleaned weeds in alleys, right of ways and drains

- Cut fallen trees after storm
- Began removing old road at Industrial Loop Road
- Re-shaped 14th Avenue ditch to reroute water toward overflow culvert
- Reshaped alley off 20th Street for drainage improvements

WORK PLANNED FOR AUGUST:

- Complete striping center lines, fog lines and bike route lanes
- Replace fallen signs with new telespar bases
- Clean right of ways for pedestrian traffic
- Lay cold mix along 26th Street, 20th Avenue and W 8th Street to repair shoulders
- Complete removal of old asphalt road at Industrial Loop
- Excavate hill and move dirt pile to pad on Industrial Loop
- Begin dirt excavation at Reclamation Pond and haul to Landfill