

# Public Works Department Monthly Report August 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
- Monthly Division budget meetings (Facility Maintenance, Landfill, Parks, Sanitation, Streets )
- Owen Manor Review
- Plan Submittal Standard Meeting
- Graham County Community Partnership Panel (CPP) Meeting
- Parks Maintenance position interviews
- Development Review Committee (DRC) Meeting
- Drainage issues meeting on 10<sup>th</sup> Street and 10<sup>th</sup> Avenue
- Mt. Graham Shopping Center/Jack In The Box construction meeting

### **WORK ORDERS:**

Received: 22

Resolved: 12

## **FACILITY MAINTENANCE DIVISION**

Employees: 5, Inmates: 3

### **WORK COMPLETED:**

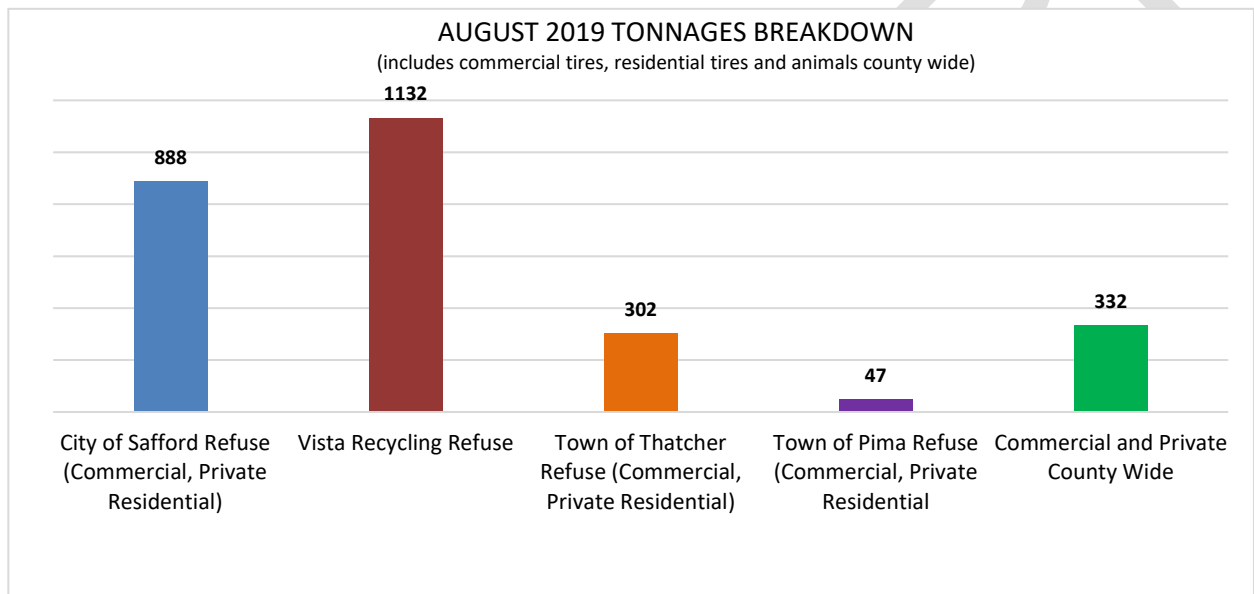
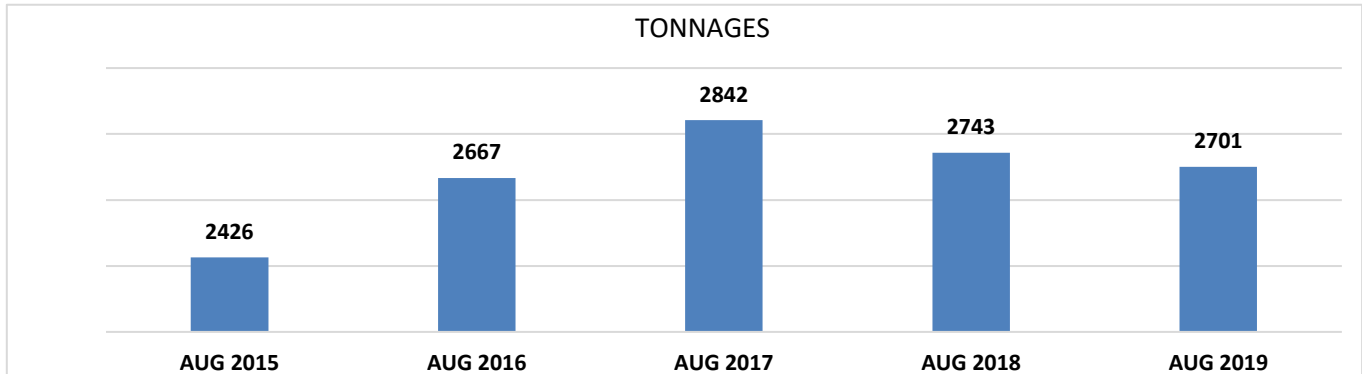
- Monthly Inspections:
  - Air Filters (6 HVAC units): 65 filters replaced, 17 filters washed
  - Fire Extinguishers (193 total): 0 Replaced
- Built ramadas for LaTierra Pocket Park project

### **WORK PLANNED FOR SEPTEMBER:**

- Monthly air filter and fire extinguisher inspections
- Work on designs, bids and plans for upcoming projects
- Repair curbing at Cemetery
- Drain freon from appliances at Landfill
- Continue work at La Tierra Pocket Park

## LANDFILL DIVISION

Employees: 5



- Green Waste: 11.35 Tons
- Tires (County wide) delivered to Landfill: 3,519 Tires

## PARKS AND CEMETERY DIVISION

Employees: 5, Inmates: 2

### **WORK COMPLETED:**

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Repaired broken water lines in Cemetery and installed new for Cemetery waterline renewal project
- Installed 2" water main and laterals on new section of water line project at Cemetery
- Assisted with dirt work and electric conduit install for lighting at La Tierra Pocket Park
- Completed electric conduit for the Multi-Use Trail lighting project
- Installed last valve of the waterline loops with one more section left to have all water on at the Cemetery

### **WORK PLANNED FOR SEPTEMBER:**

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

## SANITATION DIVISION

Employees: 5, Inmates: 2

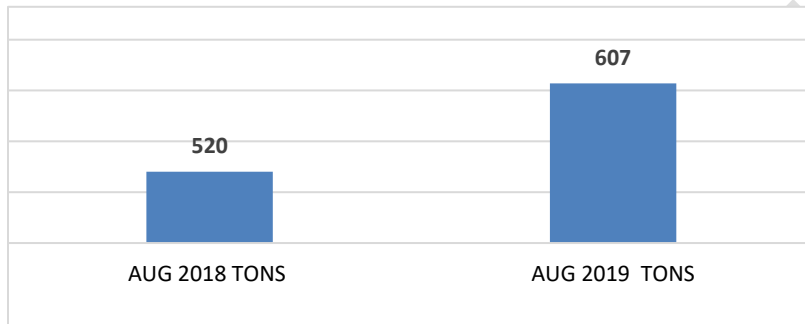
- WORK ORDERS:**

Received: 39

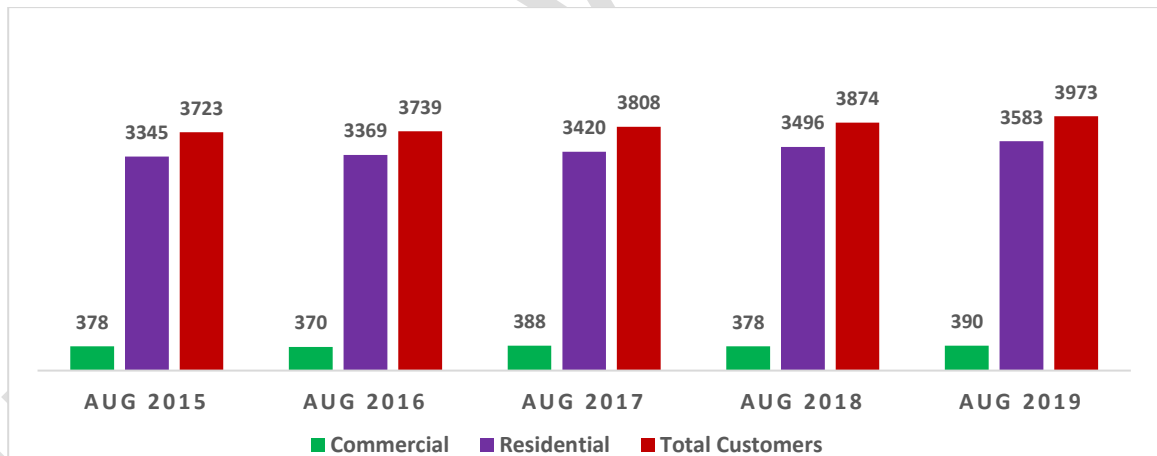
Resolved: 39

Repairs/Replacements: 20

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



### SANITATION CUSTOMERS (Residential and Commercial)



## STREET DIVISION

Employees: 11, Inmates: 4

### WORK COMPLETED:

- Cleaned storm drains, cut and sprayed weeds in ditches, retention ponds and alleys
- Striped all fog lines, bike lanes and turn bars citywide
- Applied Cold-Mix to shoulders on 26<sup>th</sup> Street, Little Hollywood Road and 8<sup>th</sup> Street
- Trimmed trees and cut weeds on ROWs leading to schools
- Graded alley on 20<sup>th</sup> Street for drainage improvement
- Assisted with dirt work and footers for La Tierra Pocket Park project
- Replaced downed and aged signs throughout City
- Reshaped 14<sup>th</sup> Avenue ditch by Glenn Meadows Park for drainage improvements
- Graded tank roads

- Cleaned and removed debris from Bodine easement and reinstalled fence at Bodine and Gonzales easement
- Graded west side of Cemetery for additional Blocks to be poured
- Painted curbs by Boys and Girls Club and La Palomita Headstart
- Burned and removed weeds at Fire Training Center
- Applied Cold-Mix at Multi-Use Trail crossings where water and electric lines were installed
- Blacked out and rearranged parking stalls on 5<sup>th</sup> Avenue to allow for additional parking
- Began striping parking stalls downtown
- Repaired curb on Central Avenue and 7<sup>th</sup> Street
- Began hauling dirt from Layton's to Landfill

**WORK PLANNED FOR SEPTEMBER:**

- Continue hauling dirt from Layton's and begin hauling dirt from Reclamation Pond to Landfill
- Complete the striping of parking stalls downtown
- Layout and stripe parking stalls in front of The Plank
- Layout and stripe for diagonal parking on 7<sup>th</sup> Avenue and 7<sup>th</sup> Street
- Grade around Reclamation Plant for improved drainage
- Apply Cold-Mix on 10<sup>th</sup> Avenue as well as Entertainment Avenue