

Public Works Department Monthly Report September 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, Department Work Orders, Arizona Department of Environmental Quality (ADEQ) Burn Permits, Landfill fees and 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
- Met with Randa McKinney regarding Owens Manor Plans
- Attended Special Events Committee Meeting regarding upcoming activities
- Jail Demolition Pre-construction Meeting
- Airport Layout Plan (ALP) Meeting
- Pre-Bid Playground ADA Improvements Meeting

WORK ORDERS:

Received: 23

Resolved: 15

FACILITY MAINTENANCE DIVISION

Employees: 5, Inmates: 3

WORK COMPLETED:

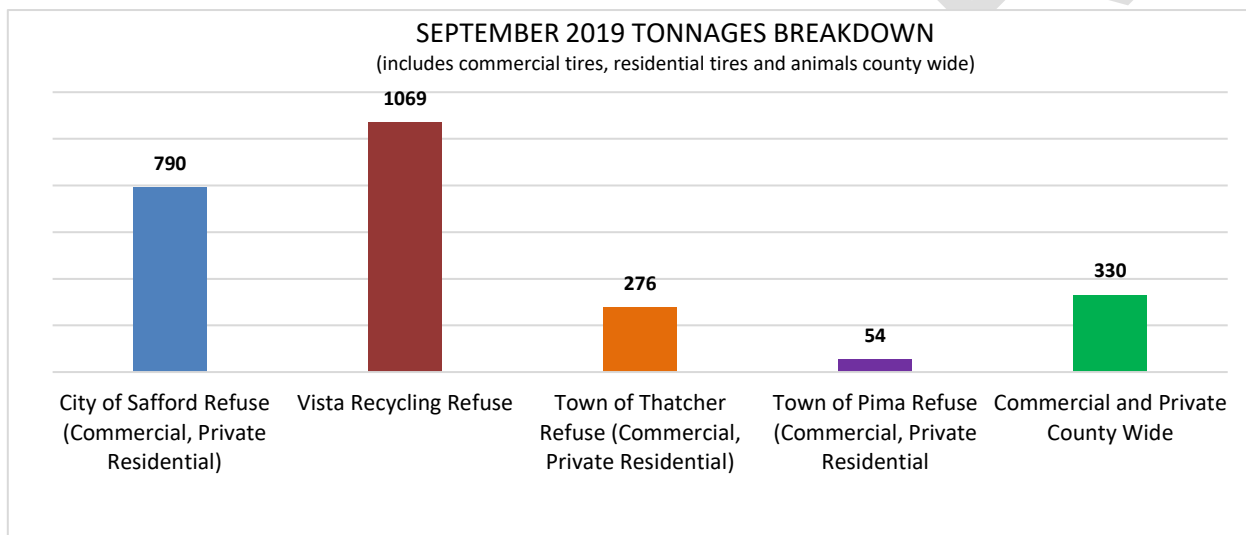
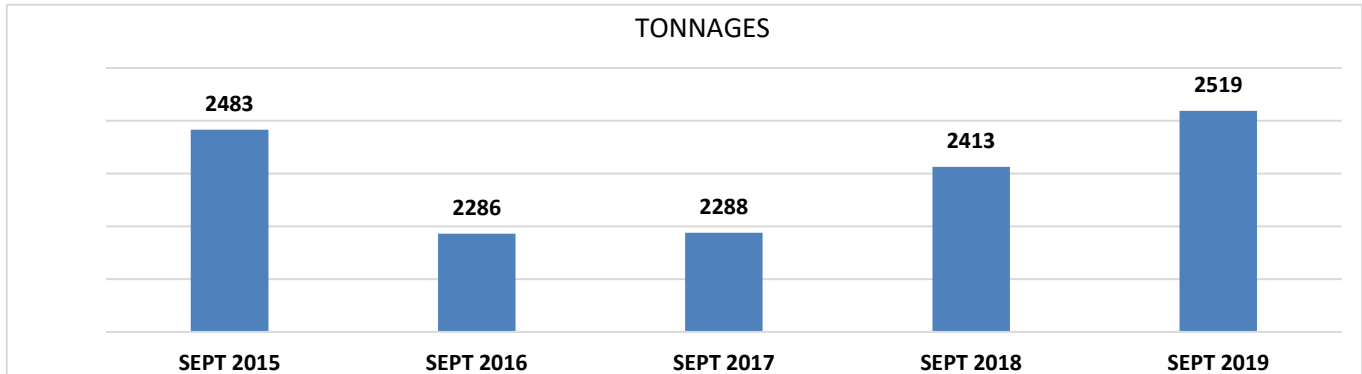
- Monthly Inspections:
 - Air Filters (6 HVAC units): 65 filters replaced, 17 filters washed
 - Fire Extinguishers (193 total): 0 Replaced
- Continue work at LaTierra Park
 - Began installing sidewalks
 - Sidewalks completed on two sides bordering parking lot
 - Working on subgrade
- Repaired curbing at cemetery
- Built and installed grate for drainage on 11th Street
- Evacuated refrigerant from appliances at Landfill
- Continue to work on designs and plans for upcoming projects

WORK PLANNED FOR OCTOBER:

- Monthly air filter and fire extinguisher inspections
- Complete parking lot, continue with sub-grading and sidewalks at La Tierra Pocket Park
- Evacuate refrigerant from appliances at Landfill

LANDFILL DIVISION

Employees: 3



- Green Waste: 8.57 Tons
- Tires (County wide) delivered to Landfill: 3,055 Tires

PARKS AND CEMETERY DIVISION

Employees: 4, Inmates: 2

WORK COMPLETED:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Applied pre-emergent on City lawns
- Placed decorative rock around MVD sign on Highway 70
- Assisted with dirt work at La Tierra Pocket Park
- Repaired irrigation leaks at various backflows in town
- Continue cleanup of cemetery waterline installation. One section remains to be installed for completion of project

WORK PLANNED FOR OCTOBER:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Continue La Tierra Pocket Park project
- Continue waterline project at Cemetery
- Continue airport cleanup and clearing area for storage of new airport sweeper
- Begin installation of Christmas lights

SANITATION DIVISION

Employees: 5, Inmates: 2

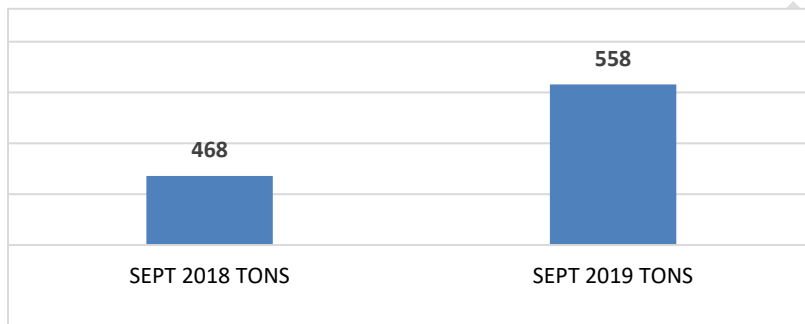
- WORK ORDERS:**

Received: 31

Resolved: 31

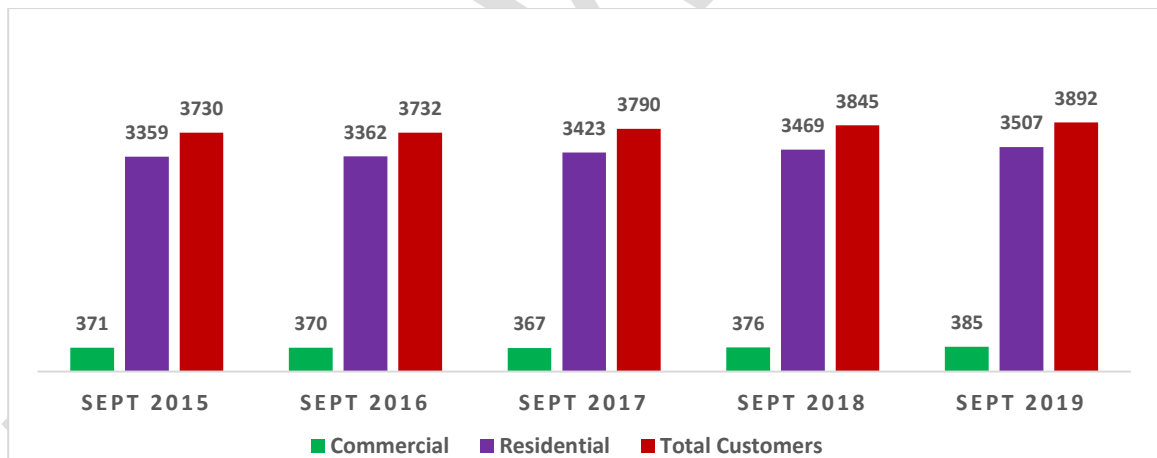
Repairs/Replacements: 16

CITY OF SAFFORD RESIDENTIAL & COMMERCIAL REFUSE PICK UP



SANITATION CUSTOMERS

(Residential and Commercial)



STREET DIVISION

Employees: 8, Inmates: 4

- WORK COMPLETED:**

- Striped centerlines citywide and parking stalls downtown
- Hauled dirt from Layton's to Landfill
- Installed damaged/faded signs around town
- Sprayed weeds in retention ponds, alleys, right of ways and Graveyard Wash
- Formed and poured curb and sidewalk on Central Avenue and on E. Main Street
- Removed, cleaned and installed culvert on 10th Avenue
- Leveled concrete stockpile across the river
- Cold-Mixed shoulder on 10th Avenue and Entertainment Avenue
- Formed and poured sidewalk on 8th Avenue

- Grading and piling dirt at Reclamation Pond
- Assisted with dirt work at La Tierra Pocket Park
- Trimmed and cut back trees at Big Horn Drive alley, Fargo Drive and along 14th Avenue
- Striped Golf Course parking lot
- Power washed sidewalks on Main Street
- Laid out and striped no parking hash marks along E Main Street

WORK PLANNED FOR OCTOBER:

- Finish striping centerlines citywide
- Haul dirt from Layton's and Reclamation Pond to Landfill
- Weed spraying in alleys, retention ponds and Graveyard Wash inlet
- Dam inspections
- Grade E Relation Street
- Grade Tank Road at Thunderbird Estates

PUBLIC WORKS