

Public Works Department Monthly Report June 2020

Lance Henrie
Public Works Director / 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
- Airport NOTAM Training
- Utility Potholing
- Pre-bid for new Police Station
- ACIP (Airport Capital Improvement Plan) meetings with Airport Consultant, FAA and ADOT
- Planning & Zoning Meeting
- 14th Avenue Water Review
- Command Training for Landfill GPS Equipment
- Gatorbar Presentation
- Tim Graham Steel Building meeting
- Montana Vista Plan Review
- Landfill Machine Control Files conference call
- Bonita Water Line Bid Opening
- Runway Classification and Critical Aircraft conference call with Airport Consultant
- NRCS Watershed Discussion
- COS Reclaimed Water Flow Valve Location meeting with Bowman Consulting
- Mt Graham Shopping Center Dumpsters and Enclosures Meeting

WORK ORDERS:

Received: 14

Resolved: 4

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
- Worked on monthly building inspections to be more proactive

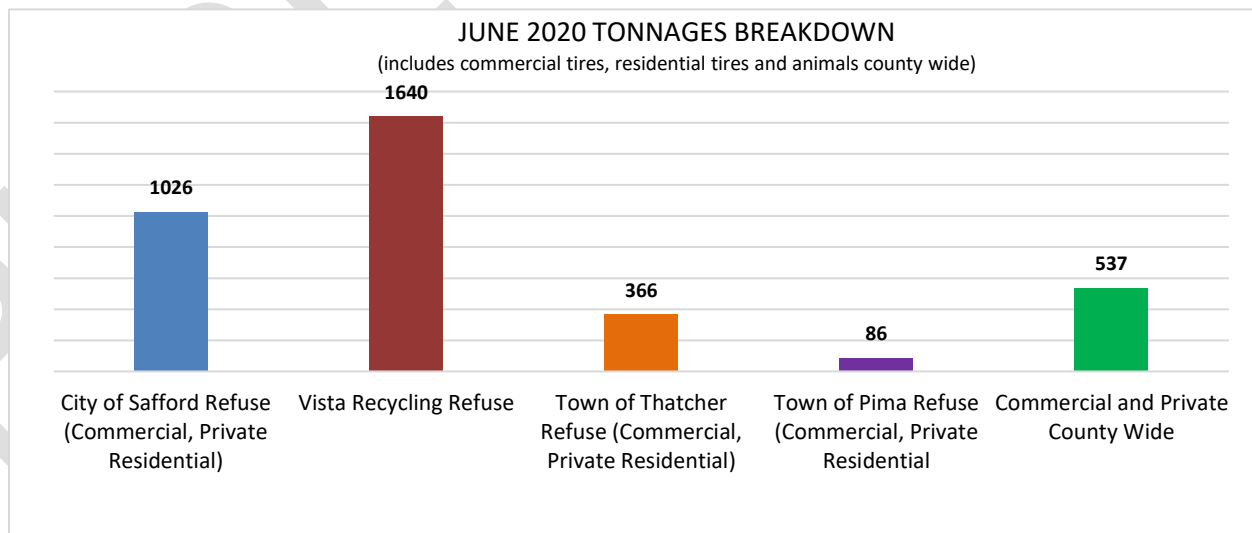
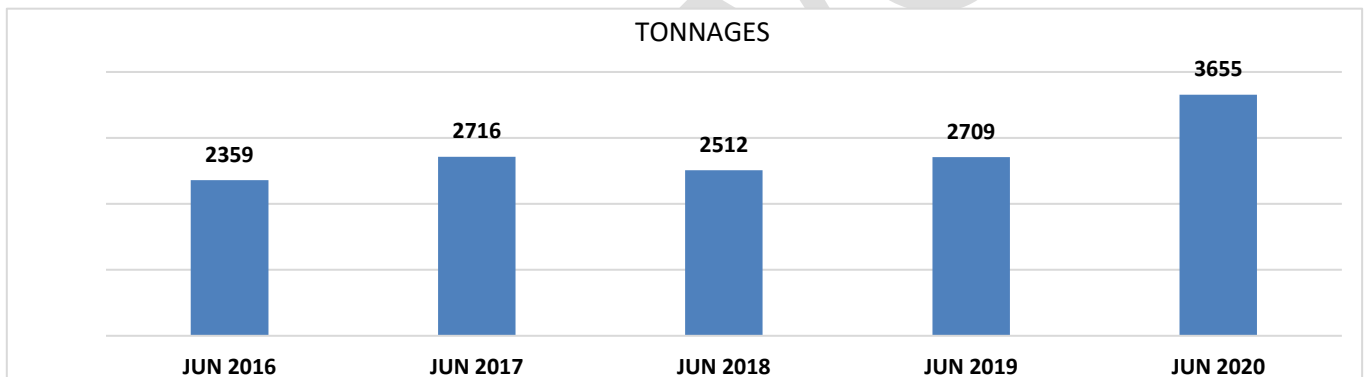
- Completed light pole foundations on walking trail
- Purchased material for landfill scale house
- Ordered material for drainage structure on 2nd and Relation
- Worked on access gates for canals
- Inspected and repaired emergency lights city wide
- Worked on work orders

WORK PLANNED FOR JULY:

- Monthly air filter and fire extinguisher inspections
- Work on bids and plans for upcoming projects
- Assist with upcoming Capital Projects and schedules
- Continue monthly building inspections
- Finish drainage structure on 2nd and Relation
- Finish the access gates for the canal
- Drain freon from the appliances at the landfill
- Work on work orders as they come in

LANDFILL DIVISION

Employees: 4



- Community Pride Days (June 11-13, 2020): 233.98 Tons
- Green Waste: 20.7 Tons
- Tires (County wide) delivered to Landfill: 3,811 Tires

PARKS AND CEMETERY DIVISION

Employees: 5, Inmates: 2

WORK COMPLETED:

- Weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Built rebar cages for Multi-Use Trail light pole project
- Started installing conduit for light poles on trail
- Cleaned up and cut down dead trees on east side of the cemetery
- Installed fence pole and fixed fence on northeast corner of the cemetery along the trail
- Removed tumble weeds and dilapidated playground equipment from 14th Avenue soccer fields
- Poured 14 light pole bases for trail lighting
- Completed work orders that came in
- Continued cleanup of cemetery waterline installation
- Dailly swimming pool maintenance
- Weed spray City wide:
 - Parks and Airport: 40 gallons of concentrated weed killer sprayed at 2% - 4% mix
 - Cemetery: 20 gallons of concentrated weed killer sprayed at 2% - 4% mix

WORK PLANNED FOR JULY:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Continue work on the Multi-Use Trail lighting project
- Complete work orders that get assigned
- Daily swimming pool maintenance

SANITATION DIVISION

Employees: 5, Inmates: 2

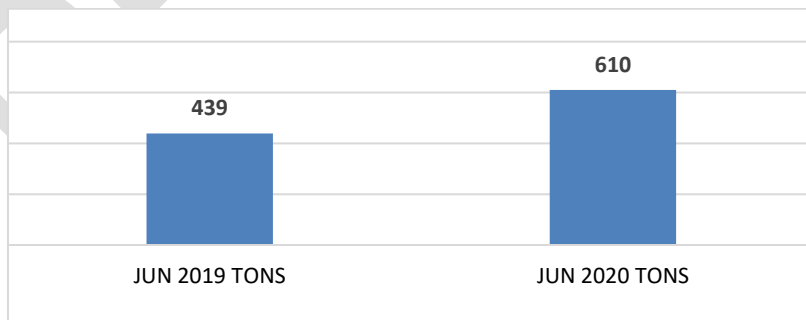
WORK ORDERS:

Received: 44

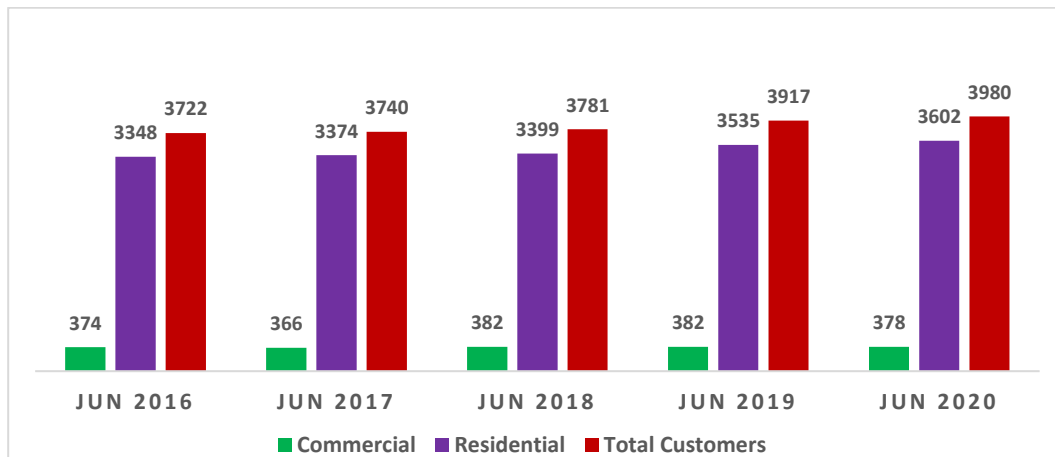
Resolved: 38

Repairs/Replacements: 36

CITY OF SAFFORD RESIDENTIAL & COMMERCIAL REFUSE PICK UP



SANITATION CUSTOMERS (Residential and Commercial)



STREET DIVISION

Employees: 9, Inmates: 4

WORK COMPLETED:

- Alleys maintained: 4
- Retention ponds maintained: 2
- Fog sealing
- Weed spraying
- Crack sealing neighborhoods north of Highway 70
- Removed tape from manholes and valve covers
- Sweeping for pavement preservation and city wide
- Potholes on Little Hollywood Road
- Trimmed trees and cleaned up alley ways
- Weed eat and sprayed ponds
- Repaired and replaced damaged street signs
- Chip sealed 8th Avenue, East Main Street, East 7th Street, Graham Street, Gila Avenue, Pine Avenue, and Valley Avenue
- Cut back oleanders along Little Hollywood
- Back filled new drain box on Relation Street and 2nd Avenue
- Assisted Sanitation and Landfill departments
- Crack sealed the Ten Million Gallon Tank access road
- Started Striping streets citywide

WORK PLANNED FOR JULY:

- Crack sealing
- Pond cleanup
- Alley cleanup
- Sweeping city wide
- Continue striping
- Clearing city street signs of obstructions
- Trimming trees in alleys
- Install parking blocks at La Tierra Park
- Replace fence posts at Library