

# Public Works Department Monthly Report August 2020

**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
- Police Station construction award meetings
- Arizona Local Technical Assistance Program training (AZLTAP)
- Discussed Airport Fixed Based Operator (FBO) and Airport Capital Improvement Projects (ACIP) with Richard Graham
- Graveyard Wash Flood Retarding Structure (FRS)
- Freeport McMoRan Community Partnership Panel meeting
- Chase parking lot meetings
- Safety in the Workplace and PPE training (AZLTAP)
- Executive Assistant interviews
- Airport NOTAM Manager teleconference
- Technical specs and standard details final review with Bowman Engineering
- Met with Jason Peck and Brian Ellerman on 20<sup>th</sup> Avenue regarding proposed apartment site
- City Council Work Session
- Met with Jason Stearns regarding potential apartment complex off of Highway 191 and 20<sup>th</sup> Street
- Introduction to OSHA training (AZLTAP)
- Preconstruction meeting for Bonita Waterline Phases IV and V
- Water Infrastructure Finance Authority (WIFA) meeting

### **WORK ORDERS:**

Received: 14

Resolved: 4

## **FACILITY MAINTENANCE DIVISION**

Employees: 5, Inmates (out for Covid): 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
- Finished repairs at the Annex from storm damage
- Finished painting City Hall interior

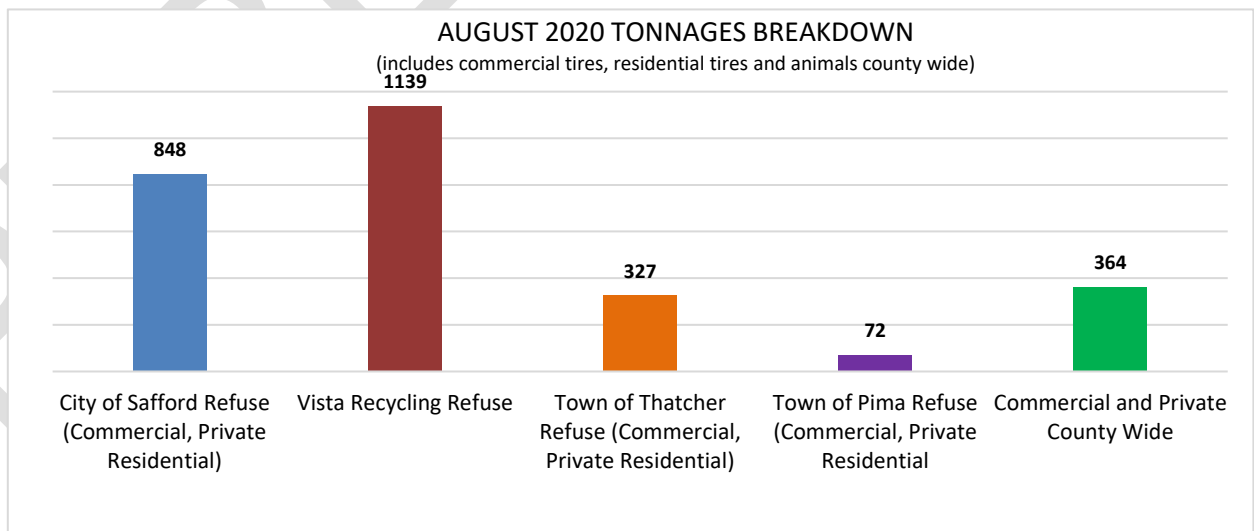
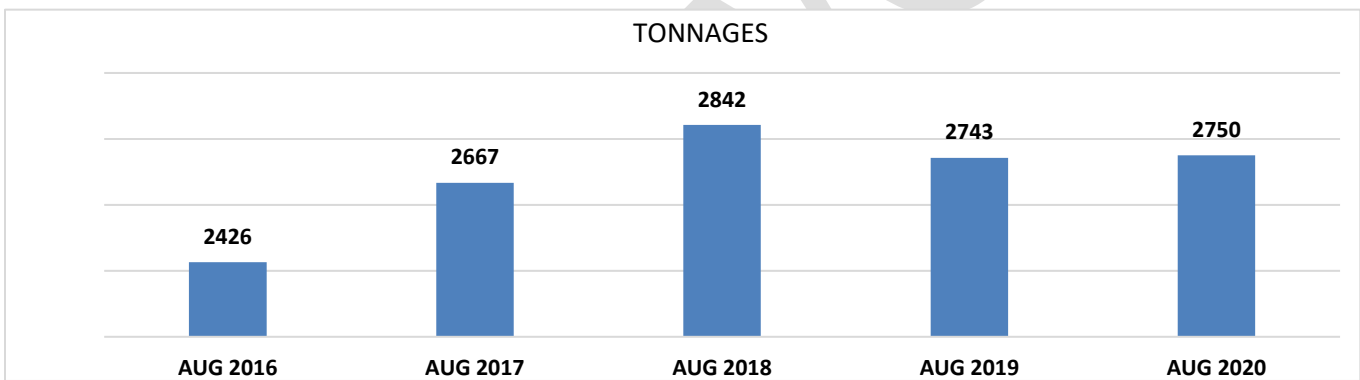
- Started public awareness display for Gas Department
- Continued monthly inspections for filters and fire extinguishers
- Continued monthly building inspections to be more proactive than reactive
- Worked on work orders
- Inspected and repaired all emergency lights City wide

**WORK PLANNED FOR SEPTEMBER:**

- Work on bids for upcoming projects
- Continue to assist and work on the designs and plans for upcoming capital projects
- Install flooring in the Library Gift Shop
- Start Landfill Scale House metal siding installation
- Continue working on public awareness display for Gas Department
- Start to drain freon from the refrigerators at the Landfill
- Work on work orders as they come in
- Continue monthly building inspections
- Continue monthly inspections for filters and fire extinguishers
- Install drinking fountains on multi-use trail and swimming pool

**LANDFILL DIVISION**

Employees: 4 (1 vacant), Inmates (out for Covid): 1



- Green Waste: 45 Tons
- Tires (County wide) delivered to Landfill: 3,064 Tires

## **PARKS AND CEMETERY DIVISION**

Employees: 4 (2 vacant), Inmates (out for Covid): 2

### **WORK COMPLETED:**

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Finished setting the light poles for the walking path and fixed fencing
- Removed overgrowth of tree limbs along the walking path
- Fixed irrigation leaks throughout city parks
- Completed work orders that came in
- Removed dead trees from the cemetery
- 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 SEPTEMBER:**

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Replace dilapidated archery targets at the range
- Complete work orders that get assigned
- Winterize the swimming pool
- Install new drip line irrigation for trees at 14<sup>th</sup> and El Paso retention ponds
- Spread pre-emergent and selective herbicide on city lawns

## **SANITATION DIVISION**

Employees: 5 (1 vacant), Inmates (out for Covid): 2

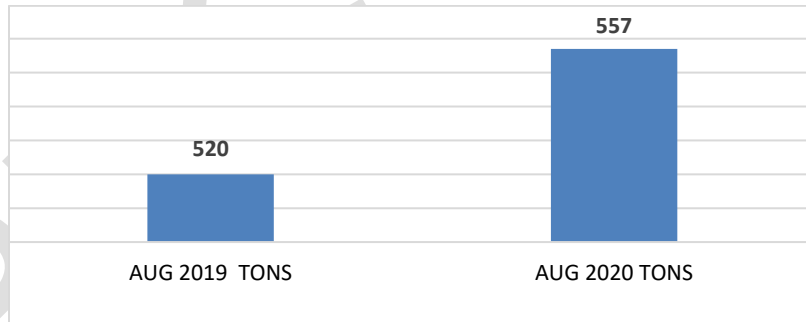
### **WORK ORDERS:**

Received: 38

Resolved: 37

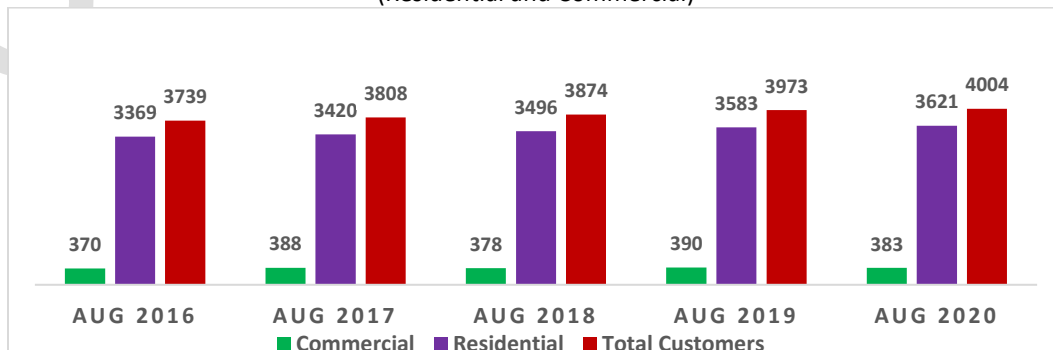
Repairs/Replacements: 35

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



### **SANITATION CUSTOMERS**

(Residential and Commercial)



## **STREET DIVISION**

Employees: 8 (2 vacant), Inmates (out for Covid): 4

### **WORK COMPLETED:**

- Removed and replaced buckling sidewalk on Keisha Ln
- Cleaned up accident site at 10<sup>th</sup> Ave
- Cleared weeds and debris at alleys next to Valley Apartments
- Completed 50/50 sidewalk repair at 613 3<sup>rd</sup> Ave
- Installed new signs at 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Ave railroad crossings (stop, yield and don't stop on tracks)
- Cleaned boot truck and paint truck for end of season
- Hot patched Highway 191 for Gas Department and installed thermal plastic arrows
- Hot patched behind Court House for Water Department
- Hot patched 14<sup>th</sup> Ave intersection and turn lane
- Continued striping streets and parking lots
- Crack sealing
- Spraying weeds city wide
- Installed arrow sign at 12<sup>th</sup> Ave and 18<sup>th</sup> St
- Alley cleanup
- Sweeping city wide
- Continued to clear ponds
- Trimming trees in alleys
- Repair drainage at 27<sup>th</sup> St alley
- Cut back trees at 4<sup>th</sup> St and 5<sup>th</sup> Ave
- Raise and cut back trees at 3<sup>rd</sup> St and Central Ave
- Graffiti on the spill way at Fry Mesa
- Continued working on Graveyard Wash cleaning

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

- Continue crack sealing
- Chip seal 14<sup>th</sup> Ave patches
- Hot mix 14<sup>th</sup> Ave crossings
- Fix sinking patch at 8<sup>th</sup> St and 5<sup>th</sup> Ave
- Hot patch when CKC is open
- Fix fence on dam next to Discovery Park
- Continue alley maintenance
- Repair curbs city wide
- Continue spraying weeds
- Continue cleaning Graveyard Wash
- Repair potholes
- Start cutting brush on dams at Blue Ponds
- Cut brush at Fry Mesa staircase