



Public Works Monthly Report

Lance Henrie

Public Works Director/City Engineer

Public Works Divisions

Building Maintenance

Fulton Herreras, Supervisor

Landfill

Chad Hogle, Supervisor

Parks & Cemetery

Norman Knight, Supervisor

Sanitation

Louisa Cabrera, Supervisor

Streets

Richard Hills, Supervisor

ADMINISTRATION

- 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 verifications, 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
- Draft Airport Layout Plan (ALP) projects and ideas
- Developer water plan submittal review with Bowman
- Preconstruction meeting for new Safford Police Station
- Insurance benefit design discussion and broker proposal review
- Electronic time sheet training
- Parks and Streets quarterly division meetings
- Every Day Counts (EDC) Stakeholder Webinar - Planning Level Estimating
- Meet and greet luncheon with Assistant City Manager Candidate
- 20th Avenue discussion and site visit with City Manager
- Meeting to discuss future 8th Avenue alignment south of Discovery Park Boulevard
- New Safford Police Station owner/architect/contractor meetings (weekly)
- SEAGO meeting
- Parks and Streets interviews
- Bonita Waterline Phase IV & V: Davis-Bacon Requirements
- Airport hangar inspection
- Landfill interviews
- Budget meetings with Department Supervisors
- Airport hangar discussion with Wade Barnett
- Police Station Groundbreaking
- Rowley Upgrade and Booster Station meeting
- Eastern Arizona College CDL Advisory Committee Meeting

Work Orders

- Received: 5
- Resolved: 3

FACILITY MAINTENANCE

Employees: 5, Inmates (out for Covid): 3

Work Completed:

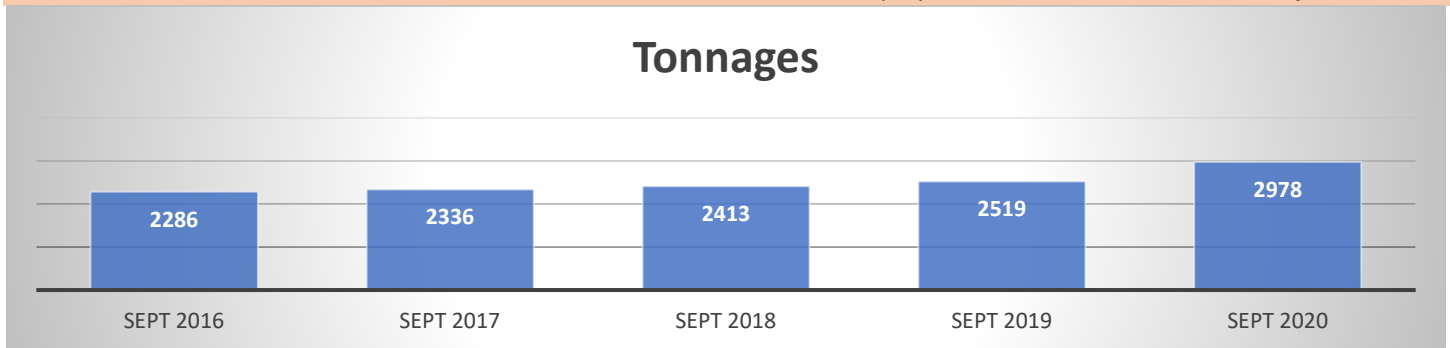
- Monthly Inspections:
 - o Air Filters (6 HVAC units): 65 filters replaced; 17 filters washed
 - o Fire Extinguishers (193 total): 0 Replaced
- Installed drinking fountain at pool
- Poured slab for drinking fountain on the walking trail
- Started public awareness display for Gas Department
- Installed flooring in the Library Gift Shop
- Continued to work on the designs and plans for upcoming capital projects
- 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 October:

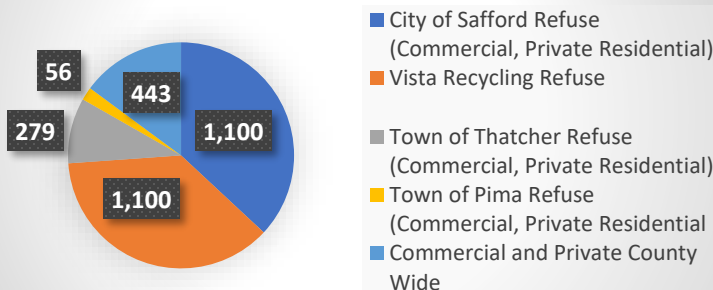
- Start installation of metal siding at Landfill Scale House
- Continue working on public awareness display for Gas Department
- Continue to drain freon from the refrigerators at the Landfill
- Continue to assist and work on designs and plans for upcoming capital projects
- Work on work orders as they come in
- Continue monthly building inspections to be more proactive than reactive
- Continue monthly inspections for filters and fire extinguishers

LANDFILL

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



September 2020 Tonnages Breakdown



Green Waste: 30.7 Tons

Tires (County wide) delivered to Landfill: 4,836 Tires

PARKS AND CEMETERY

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

Work Completed:

- Continued weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Trimmed shrubs and pine trees along Discovery Park walking path at cemetery
- Did some dirt work to prepare for the drip system along the east side of cemetery walking path
- Cleaned the fountain at the Annex
- Firth Park: extended the drip irrigation to include the new parking lot area, added new trees and shrubs, added rock to the areas around the ramadas and restroom areas, cleaned and removed dead plantings around the restrooms (also removed some dead plants in front of the chamber building as requested by the Chamber Director)
- Fixed irrigation leaks throughout city parks
- Completed work orders that came in
- Weed spraying 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 October:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Replace dilapidated archery targets at the range when new targets arrive
- Complete work orders that get assigned
- Winterize the swimming pool
- Help with drinking fountain on the cemetery trail loop
- Install new drip line irrigation for trees at 14th Avenue and El Paso retention ponds
- Spread pre-emergent and selective herbicide on city lawns
- Start the process of decorating with holiday lights around city buildings

SANITATION

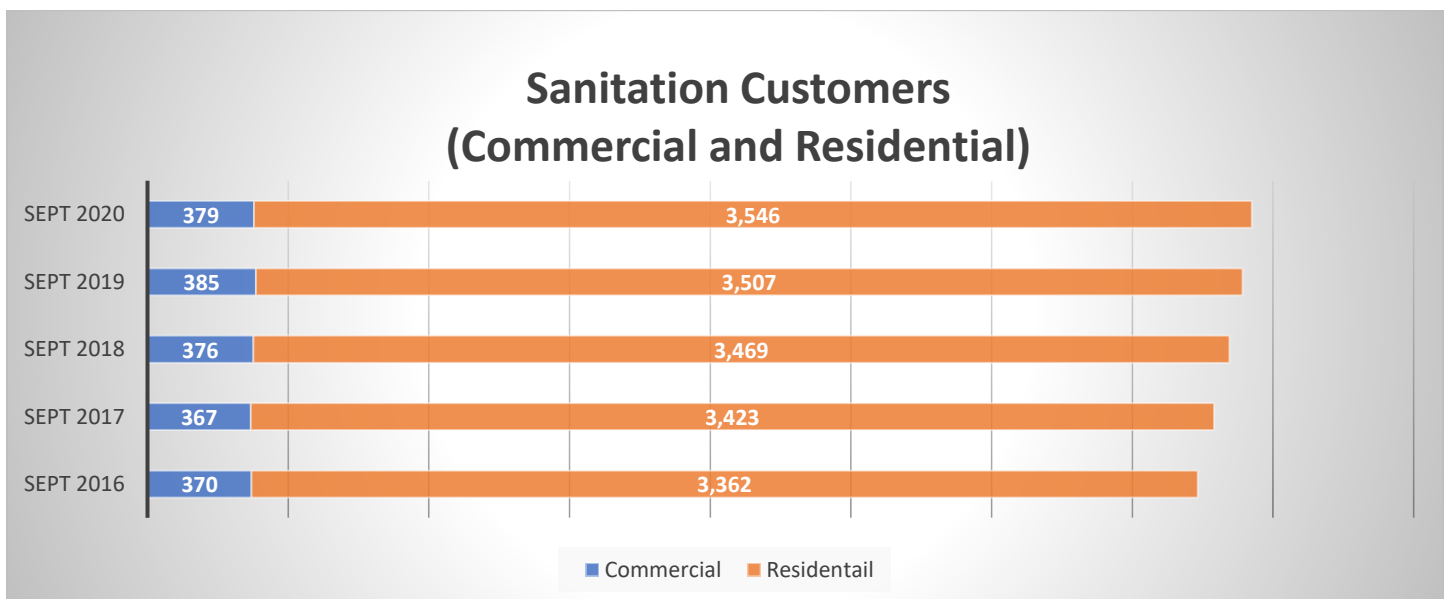
Employees: 5 (1 vacant), Inmates (out for Covid): 2

Work Orders

- Received: 20
- Resolved: 17
- Repairs/Replacements: 12

City of Safford Residential & Commercial Refuse Pick Up

- September 2020: 558 tons
- September 2019: 558 tons



STREETS

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

Work Completed:

- Continued striping streets and parking lots
- Installed stop signs at 8th Street and Pine Avenue
- Cut down and/or trimmed dead trees in right of ways and alleys
- Pressure washed melt on traffic markings
- Cleared brush and cut back trees at 4th Street
- Cleaned brush along Golf Course Road
- Cleaned up metal pipe and concrete left in alley
- Hot mix crossings on 14th Avenue (47 tons)
- Removed damaged sidewalk and driveway at 12th Street, excavated abandoned irrigation culvert, and replaced concrete
- Removed graffiti from wall at 9th Avenue
- Removed graffiti from buildings at 4th Street
- Cleared large dead tree that fell across alley at 16th Street
- Cut down large dead cottonwood tree at 5th Avenue
- Excavated, compacted and filled crossings on 14th Avenue with millings for Water Department
- Crack sealing
- Sprayed weeds city wide
- Alley cleanup city wide
- Street sweeping city wide
- Retention pond maintenance
- Repaired drainage at 27th Street alley
- Continued working on Graveyard Wash maintenance
- Cleaned up after homeless

Work Planned for October:

- Continue crack sealing
- Repair drainage at 27th Street alley
- Fix sinking patch at 8th Street and 5th Avenue
- Fix fence on dam next to Discovery Park
- Continue alley maintenance
- Repair curbs city wide
- Repair sinking patches
- Continue spraying weeds
- Continue cleaning washes
- Repair potholes
- Start work on Blue Ponds (cutting brush on dams)
- Cut brush at Fry Mesa staircase