

Public Works Department Monthly Report January 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
- Division Budget and Department Head planning meetings
- Began six-week Management/Leadership Training program
- Hwy 70/E 8th Street Project meeting
- United Way check presentation for La Tierra Park
- Special Events appreciation luncheon
- Staff Performance Evaluations for 2018

WORK ORDERS:

Received: 24

Resolved: 16

FACILITY MAINTENANCE DIVISION

Employees: 5, Inmates: 3

WORK COMPLETED:

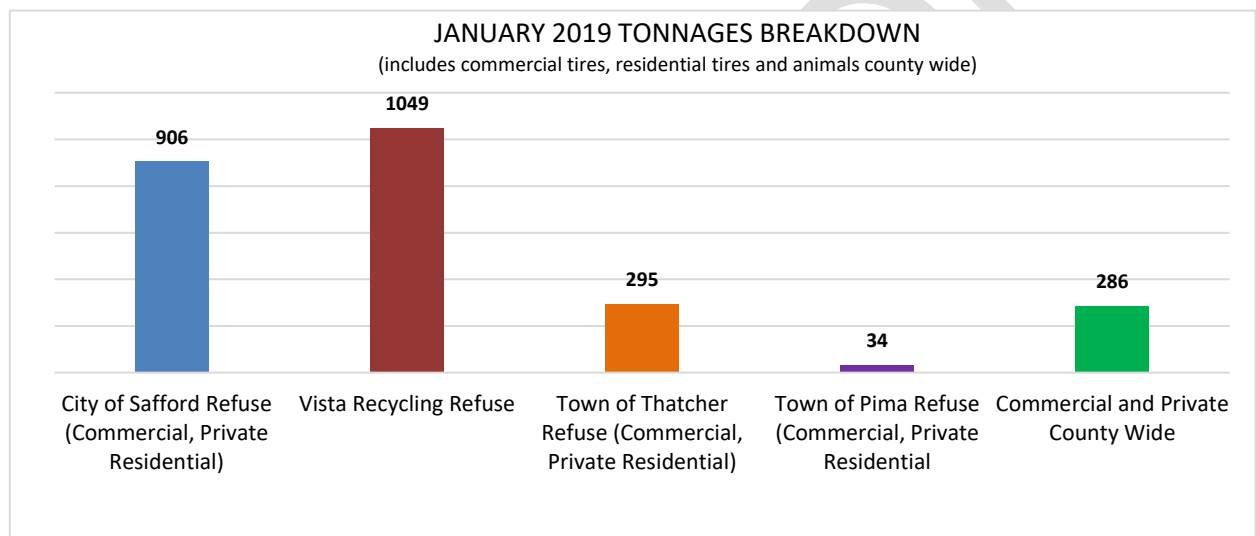
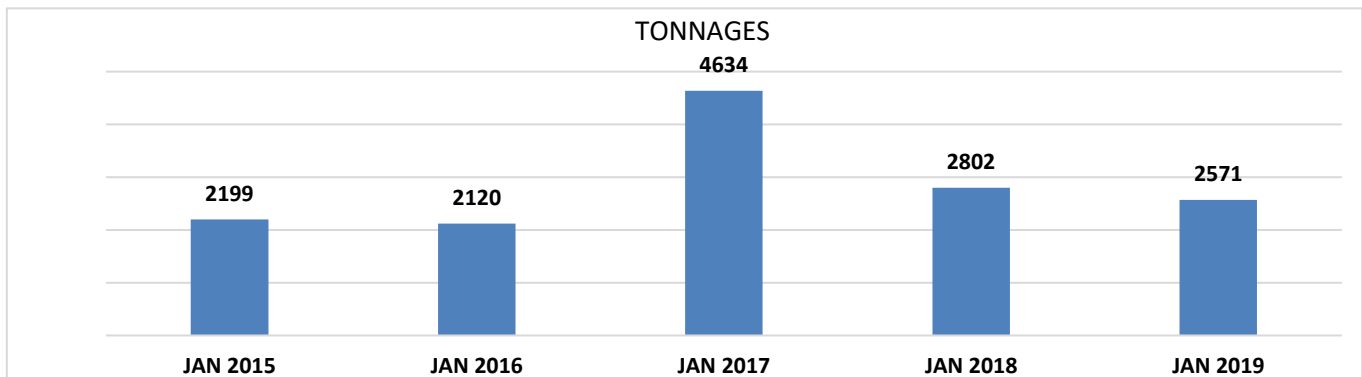
- Monthly Inspections:
 - Air Filters (6 HVAC units): 65 filters replaced, 17 filters washed
 - Fire Extinguishers (193 total): 0 Replaced
- Worked on bids and plans for upcoming projects
- Began prep work for Glenn Meadows Park restroom project
- Work on Library Early Literacy restroom project
- Dumpster modifications for Wastewater Treatment Plant

WORK PLANNED FOR FEBRUARY:

- Monthly air filter and fire extinguisher inspections
- Work on bids for upcoming projects
- Continue Glenn Meadows Park restroom project
- Continue Early Literacy restroom project

LANDFILL DIVISION

Employees: 4



- Green Waste: 7.53 Tons
- Tires (County wide) delivered to Landfill: 2,871 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 fencing at Airstrip
- Continue with planning of La Tierra Pocket Park
- Applied Sulfur to city lawns where needed
- Take down Christmas lights and decorations from city buildings

WORK PLANNED FOR FEBRUARY:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Begin work at LaTierra Pocket Park
- Build and install two light pole bases for Dry Lake Trap Pit area

SANITATION DIVISION

Employees: 5, Inmates: 2

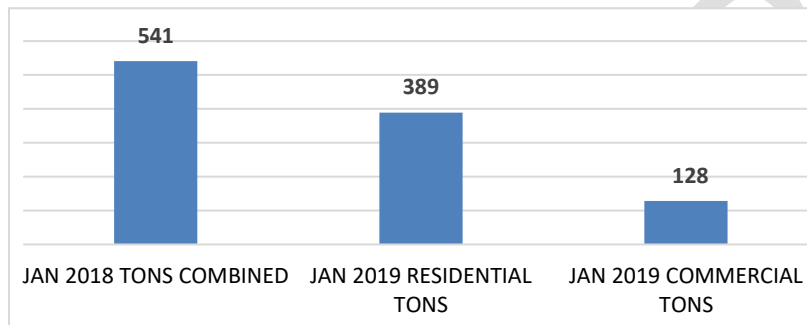
- WORK ORDERS:**

Received: 28

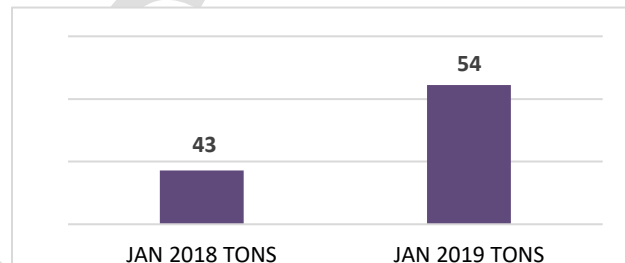
Resolved: 28

Repairs/Replacements: 6

CITY OF SAFFORD RESIDENTIAL & COMMERCIAL REFUSE PICK UP



RECYCLING



** Includes Safford, Town of Thatcher, Graham County and Pima*

Friedman Recycling Monthly Rebate

January 2018: \$1.00 Per Ton

January 2019: \$1.00 Per Ton

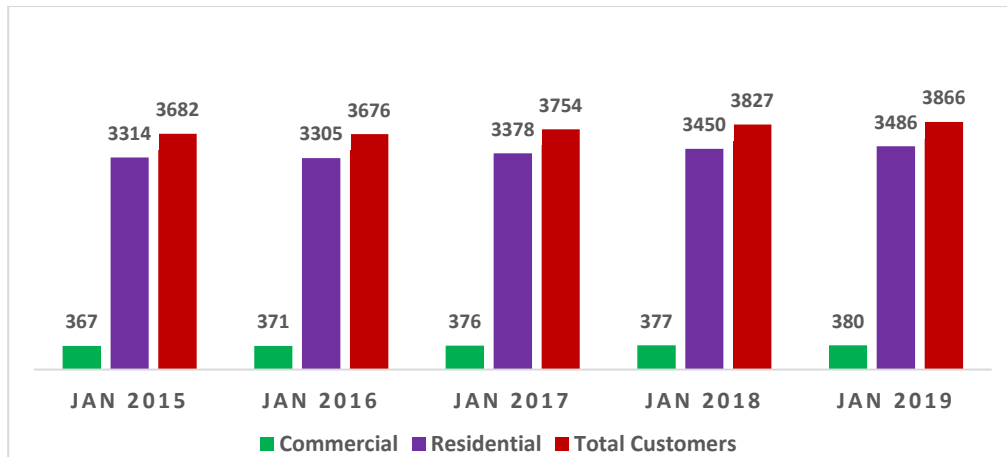
Town of Thatcher Recycling Tonnage

2017: 23.58 Total Tons (Recycling Campaign began July 2017)

2018: 51.80 Total Tons

2019: January: 4.3 Tons

SANITATION CUSTOMERS
(Residential and Commercial)



STREET DIVISION

Employees: 9, Inmates: 4

WORK COMPLETED:

- Burning weeds and brush at Graveyard Wash Dam and ditch off Relation Street
- Weed spraying alleys and right of ways
- Sweeping on Main Street and citywide
- Documenting sign with locations and install information
- Repaired/cleaned shoulders on 20th Avenue, Discovery Park Blvd and Golf Course Road
- Continue working on Industrial Loop alignment
- Crack sealing citywide
- Alley cleanup/maintenance
- Scraped snow, cleaned sidewalks and spread sand in various locations
- Blacked out crosswalk at Lafe Nelson School, painted new and assisted with signs for student drop off changes
- Assisted with hot-mix and prep work at the County Round-a-bout Water Line Project
- Repaired potholes at Copper Canyon and citywide
- Installing boxes and culverts for drainage on E. 4th Street (E. 4th Street Project)
- Removed Discovery Park and golf course signs at Discovery Park Blvd and Hwy 191
- Hot-mix in Thatcher for utility patches
- Hot-mix in Safford for street patching and Gas Division
- Cut tree on right of way on E 8th Street
- Swept oil absorbent off 8th Avenue after oil spill

WORK PLANNED FOR FEBRUARY:

- Complete E. 4th Street Project
- Finish Industrial Loop alignment and prep for paving
- Install additional pipe at Reclamation Pond
- Complete sign inventory
- Crack seal city streets and aprons at Airport
- Continue weed spraying
- Certify another employee with Herbicide license