

Public Works Department Monthly Report January 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
- Division Budget and Department Head planning meetings
- Parks Division Quarterly Meeting
- 2nd Avenue/US Hwy 70 Drainage Meeting
- Meeting with Armstrong Consultants – Tom Klimek
- Meeting with Safford Unified School District re: Courts and Field Agreement
- Quarterly Council Work Session

WORK ORDERS:

Received: 8

Resolved: 0

FACILITY MAINTENANCE DIVISION

Employees: 5, Inmates: 3

WORK COMPLETED:

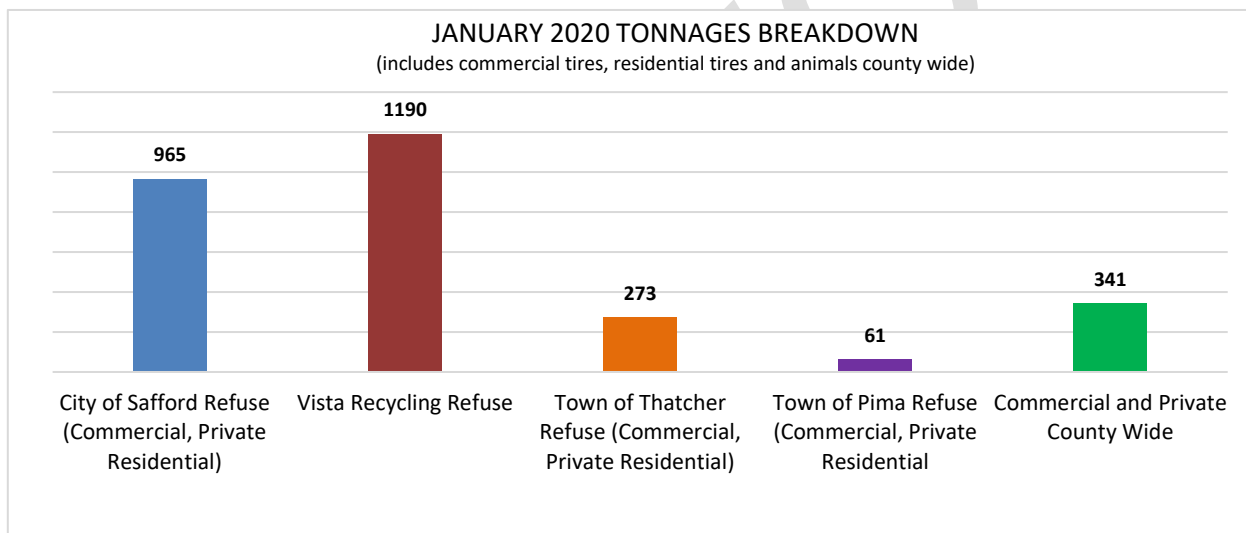
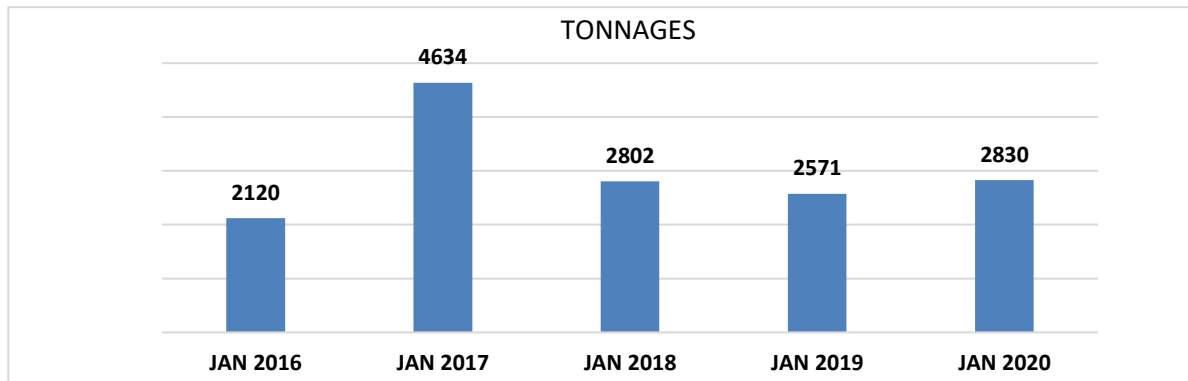
- Monthly Inspections:
 - Air Filters (6 HVAC units): 65 filters replaced, 17 filters washed
 - Fire Extinguishers (193 total): 0 Replaced
- Worked on bids and plans for upcoming projects
- La Tierra Pocket Park Project:
 - * Continued sidewalk throughout the park
 - * Installed roofing on play shade area
 - * Installed concrete slab for ADA rubber surface in playground area
 - * Worked on subgrade
- Drained freon from appliances at Landfill

WORK PLANNED FOR FEBRUARY:

- Monthly air filter and fire extinguisher inspections
- Work on bids for upcoming projects
- Continue work at La Tierra Pocket Park
- Drain freon from appliances at Landfill

LANDFILL DIVISION

Employees: 4



- Green Waste: 21.64 Tons
- Tires (County wide) delivered to Landfill: 3,430 Tires

PARKS AND CEMETERY DIVISION

Employees: 5, Inmates: 2

WORK COMPLETED:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Delivered ADA rubber surface for install at La Tierra play area
- Play equipment installed at La Tierra
- Installed southwest waterline loop at cemetery

WORK PLANNED FOR FEBRUARY:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Continue work on La Tierra Pocket Park project
- Continue the install of the cemetery waterline renewal project and cleanup

SANITATION DIVISION

Employees: 5, Inmates: 2

- **WORK ORDERS:**

Received: 37

Resolved: 37

Repairs/Replacements: 23

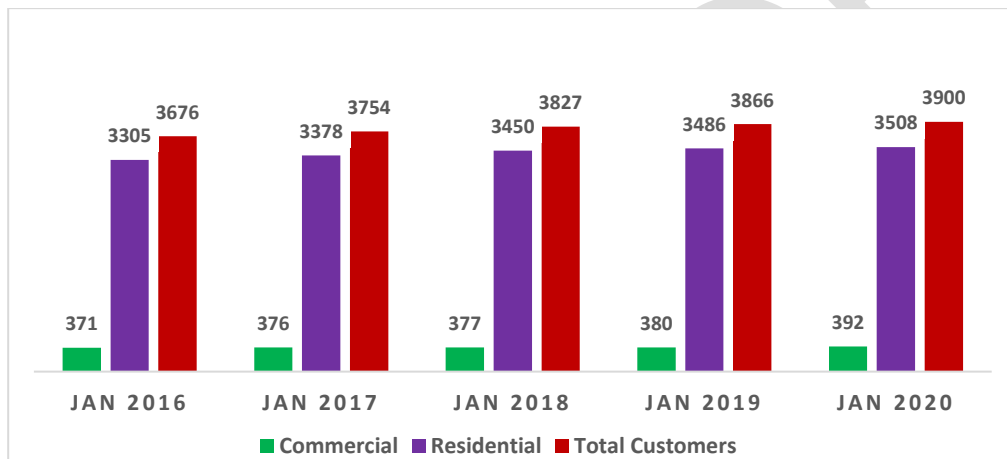
CITY OF SAFFORD RESIDENTIAL & COMMERCIAL REFUSE PICK UP

January 2019 Tonnages: 517

January 2020 Tonnages: 594

SANITATION CUSTOMERS

(Residential and Commercial)



STREET DIVISION

Employees: 9, Inmates: 4

WORK COMPLETED:

- Graded rock on E. Relation Street
- Formed and poured radius on 20th Ave
- House demo on E 8th Street completed, and debris hauled away
- Crack sealing and power washed oil spots in preparation for Pavement Preservation
- Graffiti removal
- Graded alley next to 5th Avenue Apartments to address drainage issues
- Saw cuts citywide for Hot Mix
- Fog Seal preparation
- Weed spraying city wide

WORK PLANNED FOR FEBRUARY:

- Hot mix for Streets and Utilities
- Fog Seal preparation
- Crack Sealing
- Haul dirt from Reclamation Pond to Landfill
- Work on Tierra Bonita Retention Ponds
- Attend Pavement Preservation Training
- Attend Herbicide Continuing Education Class
- Weed spraying city wide