

Public Works Department Monthly Report February 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
- Hwy 70 & 2nd Avenue Drainage Meeting
- Safford Police 50% Construction Documents Review
- Monthly Project Review Meeting
- Special Events Committee Meeting
- Graham County Community Partnership Panel Meeting
- Graham County Health Improvement Workgroup
- Arizona Pavement Preservation Workshop - Phoenix
- Empire GPS Demonstration at Landfill
- Safford Middle School East Parking Lot Easement Meeting
- Monthly Budget Meetings with Public Works Divisions
- NRCS Meeting
- Graham County Regional Landfill – Stormwater Pollution Prevention Plan Skype Meeting

WORK ORDERS:

Received: 14

Resolved: 1

FACILITY MAINTENANCE DIVISION

Employees: 5, Inmates: 3

WORK COMPLETED:

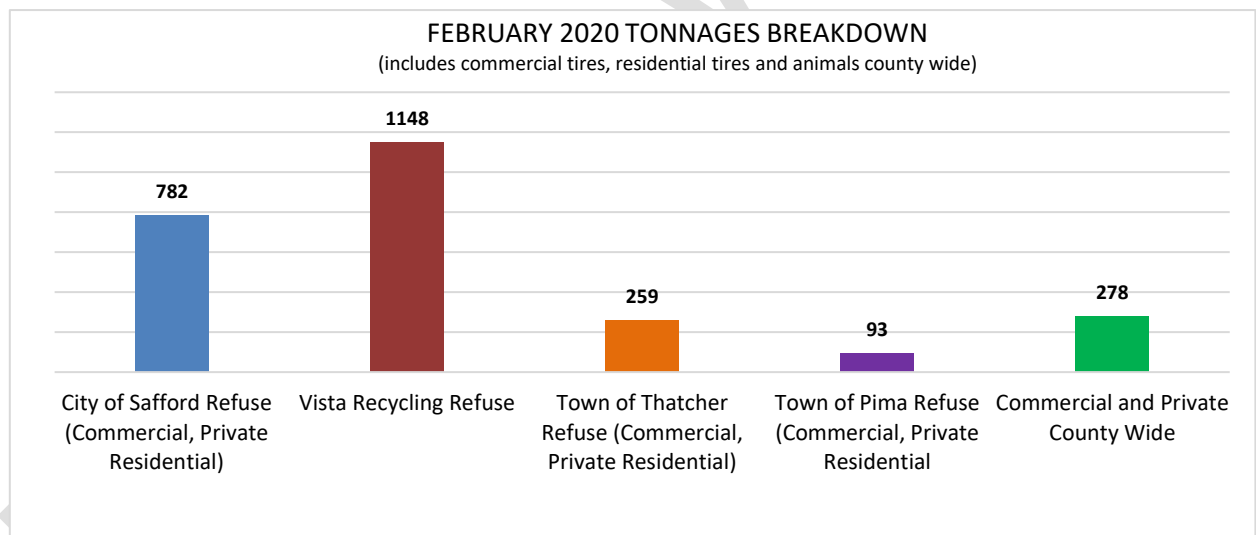
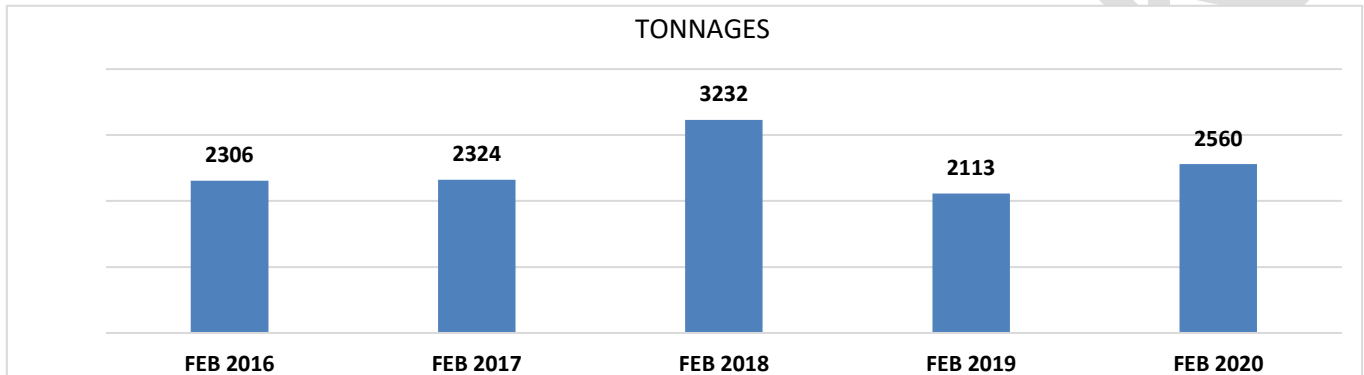
- Monthly Inspections:
 - Air Filters (6 HVAC units): 65 filters replaced, 17 filters washed
 - Fire Extinguishers (193 total): 0 Replaced
- Continued work at La Tierra Pocket Park:
 - Pouring sidewalks throughout park
 - Installed roofing over play area
 - Poured slab for ADA rubber mat in play area
- Work on Library wall partition
- Drained freon from refrigerators/freezers/coolers at Landfill

WORK PLANNED FOR MARCH:

- Monthly air filter and fire extinguisher inspections
- Work on bids for upcoming projects
- Complete partition wall at Library
- Paint, install carpet and base in both rooms separated by partition at Library
- Continue subgrade and sidewalks at La Tierra Pocket Park
- Replace Swamp Coolers at Fleet Shop

LANDFILL DIVISION

Employees: 3



- Green Waste: 26 Tons
- Tires (County wide) delivered to Landfill: 3,020 Tires

PARKS AND CEMETERY DIVISION

Employees: 5, Inmates: 2

WORK COMPLETED:

- Weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Began last stretch of water line renewal project at Cemetery
- Flagger and Herbicide certifications renewed
- Begin Backflow Testing city wide

WORK PLANNED FOR MARCH:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Complete Cemetery water line renewal project
- La Tierra Pocket Park Project:
 - Begin dirt work to level out lawn areas
 - Install irrigation for lawn and ornamental plants
 - Continue rock work for landscaping
- Continue testing Backflows city wide

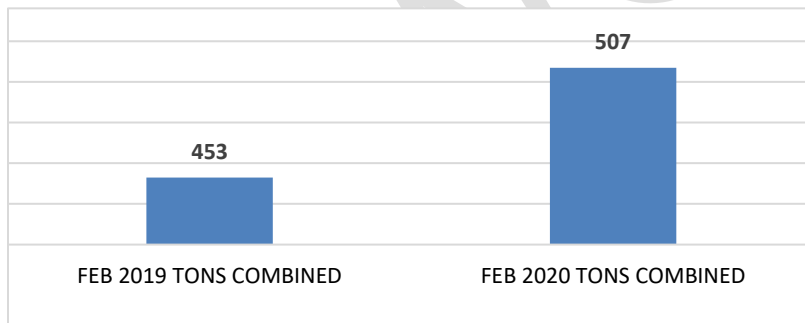
SANITATION DIVISION

Employees: 5, Inmates: 2

WORK ORDERS:

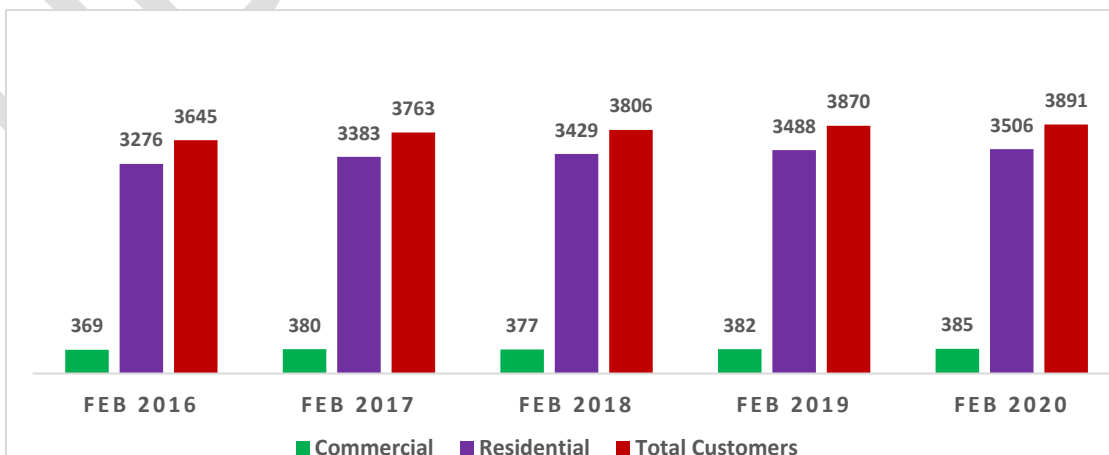
Received: 35
Resolved: 35
Repairs/Replacements: 22

CITY OF SAFFORD RESIDENTIAL & COMMERCIAL REFUSE PICK UP



SANITATION CUSTOMERS

(Residential and Commercial)



STREET DIVISION

Employees: 9, Inmates: 4

WORK COMPLETED:

- Hauled dirt from Reclamation Pond to Landfill
- Crack Sealing various locations city wide
- Continue weed spraying right of ways and alley maintenance
- Replaced damaged signs
- Re-certified Street Division Flaggers and Herbicide Certifications
- Hot-Mixed for Utilities and Street Division
- Filled in potholes throughout City and 20th Avenue in preparation for Hot-Mix
- Repaired sinkhole on E. 4th Street
- Attended Pavement Preservation Workshop in Phoenix
- Graded east parking lot at MYOC
- Prepping for Pavement Preservation project and Fog Sealing
- Burned debris in burn pile

WORK PLANNED FOR MARCH:

- Pavement Preservation and Crack Sealing continues
- Continue Covering valves in preparation for Fog Sealing
- Hot-Mix patch on 20th Avenue
- Demo on weed spraying apparatus from Curtis Allen
- Continue spraying weeds in alleys and right of ways