

# Public Works Department Monthly Report August 2018

**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
- Federal Motor Carrier Safety Administration (FMSCA) Substance Abuse Training
- Meeting with Federal Aviation Administration (FAA) at Airport
- Meeting with St. Rose of Lima regarding play area Lease
- Water CIP Planning – Bowman Consulting
- Special Events Committee Meeting
- Escort Building Appraiser to all City facilities and properties
- Church Street conflicts meeting
- Roundabout water line meeting and discussion

### **WORK ORDERS:**

Received: 23

Resolved: 15

## **FACILITY MAINTENANCE DIVISION**

Employees: 5, Inmates: 3

### **WORK COMPLETED:**

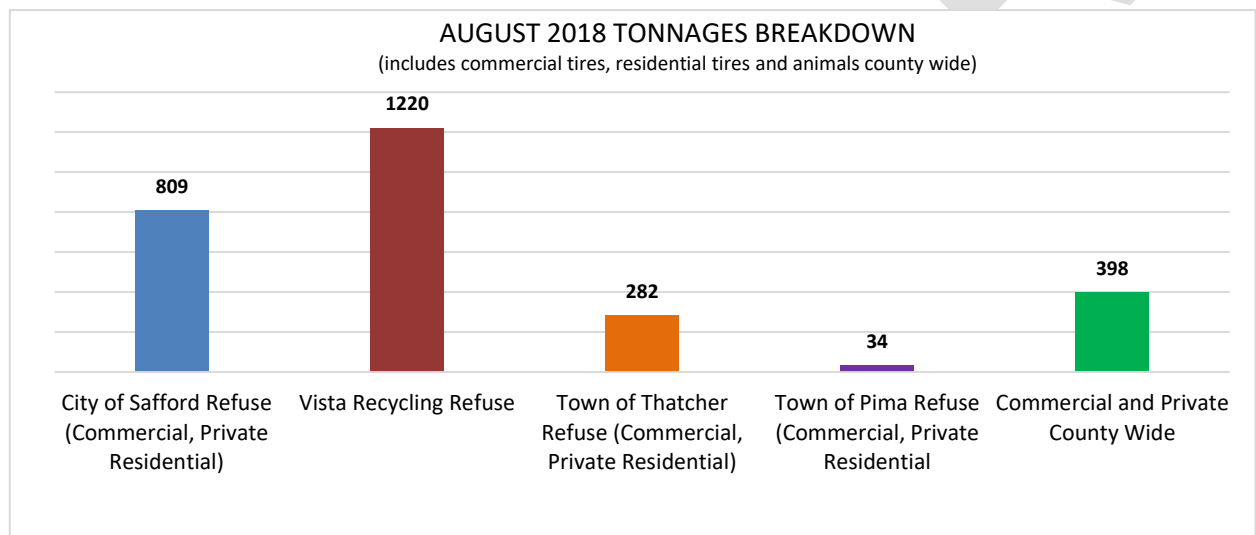
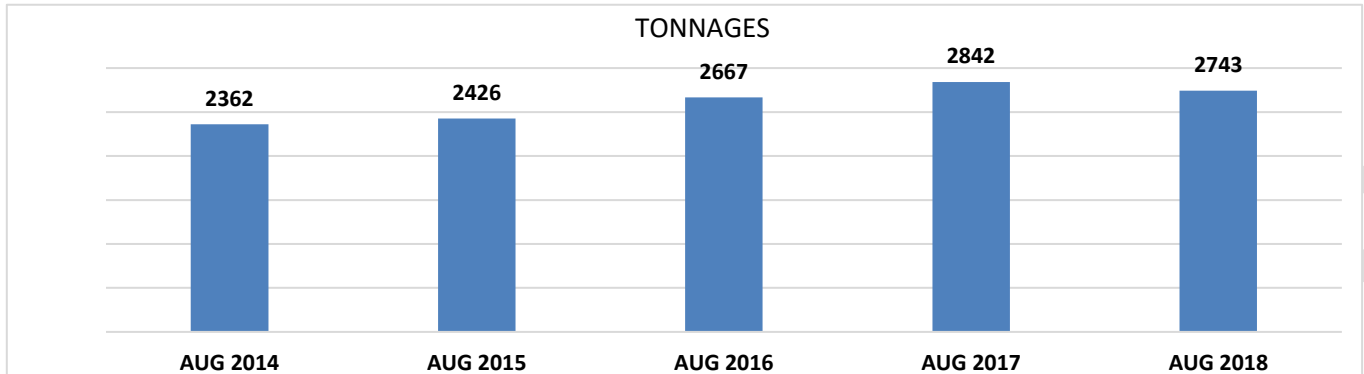
- Monthly Inspections:
  - Air Filters (6 HVAC units): 65 filters replaced, 17 filters washed
  - Fire Extinguishers (193 total): 0 Replaced
- Worked on bids and plans for upcoming projects
- Completed groundwork for cement awning pad at RC Air Park
- Set 12<sup>th</sup> Avenue pedestrian bridge, poured cement walkway and ramps from walking trail to bridge
- Completed awning at Landfill

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

- Monthly air filter and fire extinguisher inspections
- Work on plans for upcoming projects
- Form and pour pipe collars at Reclamation Plant pond
- Form and pour cement pad at RC Air Park
- Build table stands at RC Air Park

## LANDFILL DIVISION

Employees: 4, Inmate(s): 1



- Green Waste: 30 Tons
- Tires (County wide) delivered to Landfill: 3,089 Total 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 curbs at Cemetery
- Installed electrical conduit on 20<sup>th</sup> Avenue median
- Trimmed mesquite and shrubs along Shared Use Path
- Tilled sand up in all play areas

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

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Continue Airport cleanup per annual inspection report
- Install irrigation pipe in 20<sup>th</sup> Avenue median
- Continue planning out La Tierra Pocket Park
- Winterize the swimming pool

## SANITATION DIVISION

Employees: 5, Inmates: 2

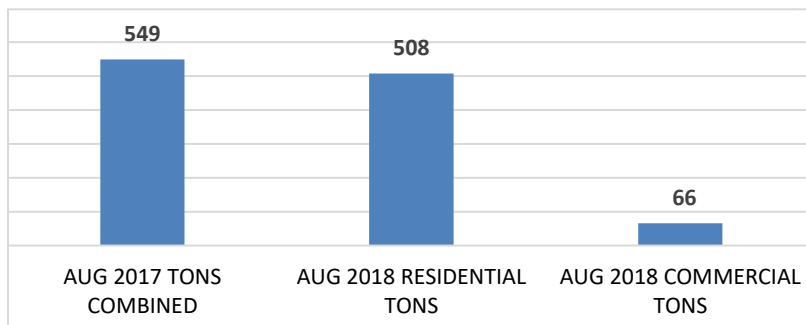
- WORK ORDERS:**

Received: 29

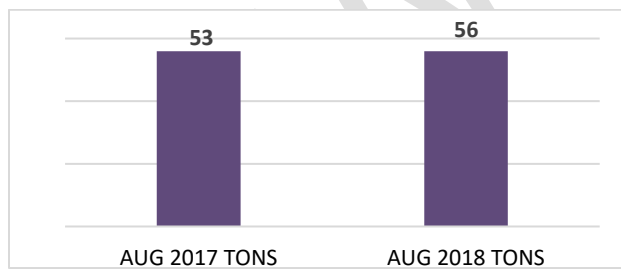
Resolved: 28

Repairs/Replacements: 10

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



### RECYCLING



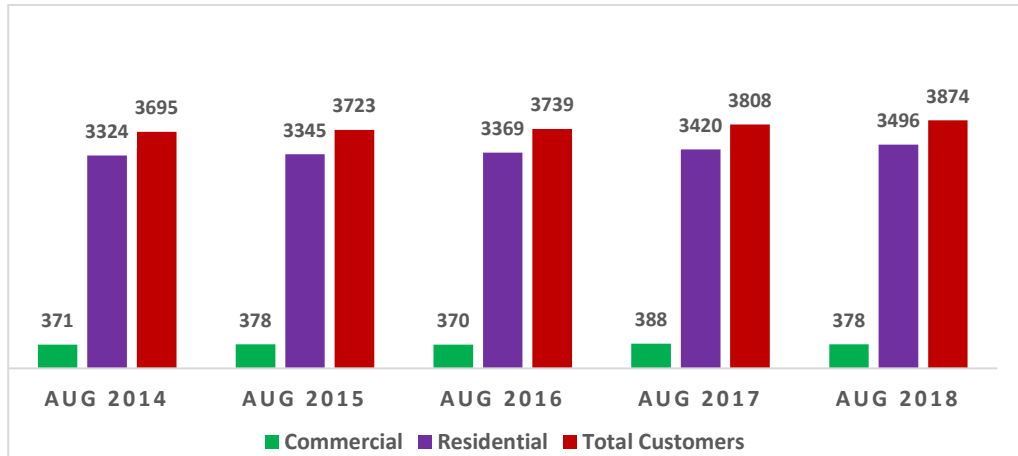
\* Includes Safford, Town of Thatcher, Graham County and Pima

### Friedman Recycling Monthly Rebate:

2017 Rebate		2018 Rebate		
July:	\$25.00/Ton	January:	\$1.00/Ton	July: \$1.00/Ton
August:	\$15.00/Ton	February:	\$1.00/Ton	August: \$1.00/Ton
September:	\$ 1.00/Ton	March:	\$1.00/Ton	
October:	\$ 1.00/Ton	April:	\$1.00/Ton	
November:	\$ 1.00/Ton	May:	\$1.00/Ton	
December:	\$ 1.00/Ton	June:	\$1.00/Ton	

- Town of Thatcher Recycling Tonnage: (Recycling Campaign began in July 2017)
- FY 17/18 Total: 51.82/Tons
- July: 4.69 Tons
- August: 5.65 Tons

**SANITATION CUSTOMERS**  
(Residential and Commercial)



**STREET DIVISION**

Employees: 10, Inmates: 4

**WORK COMPLETED:**

- Curb painting at schools
- Crosswalk, stop block and centerline striping around schools
- Weed spraying in ditches and right of ways
- Striping preparation
- Burned weeds at ADOT Reclamation Pond inlet
- Began dirt work to realign Industrial Park Loop
- Alley pothole maintenance
- Replaced faded signs and damaged U-channel posts with telespar posts throughout city
- Tree trimming and weed spraying on City right of ways
- Drain and storm cleanup
- Cleaned up storm debris on Branding Iron Road
- Assisted Electricians with tree removal cleanup after storm
- Saw cuts for hot-mix and electric conduit on 20<sup>th</sup> Avenue completed
- Pipe laid at Reclamation Pond

**WORK PLANNED FOR SEPTEMBER:**

- Stripe center lines, fog lines and bike lanes
- Finish laying pipe, backfilling and building collars at Reclamation Pond
- Brush and build bar ditch on El Paso gas easement
- Continue replacing u-channel sign posts with telespar posts
- Hot mix for Utilities
- Continue realigning Industrial Loop
- Work on shoulders of Highline Canal Trail
- Build concrete pad at Gonzales' entrance off 1<sup>st</sup> Avenue
- Dig and install conduit at trench on 20<sup>th</sup> Avenue