

Public Works Department Monthly Report September 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
- 3rd Quarter Graham County Community Partnership Panel (CPP) Meeting
- Graham County Community Investment Fund (CIF) Committee Meeting – Letter Of Intent Review
- Employee Assistance Program training
- Development Review Committee (DRC) Meeting
- Owens Manor Project meeting
- Church Street Project Meeting

WORK ORDERS:

Received: 27

Resolved: 10

FACILITY MAINTENANCE DIVISION

Employees: 5, Inmates: 3

WORK COMPLETED:

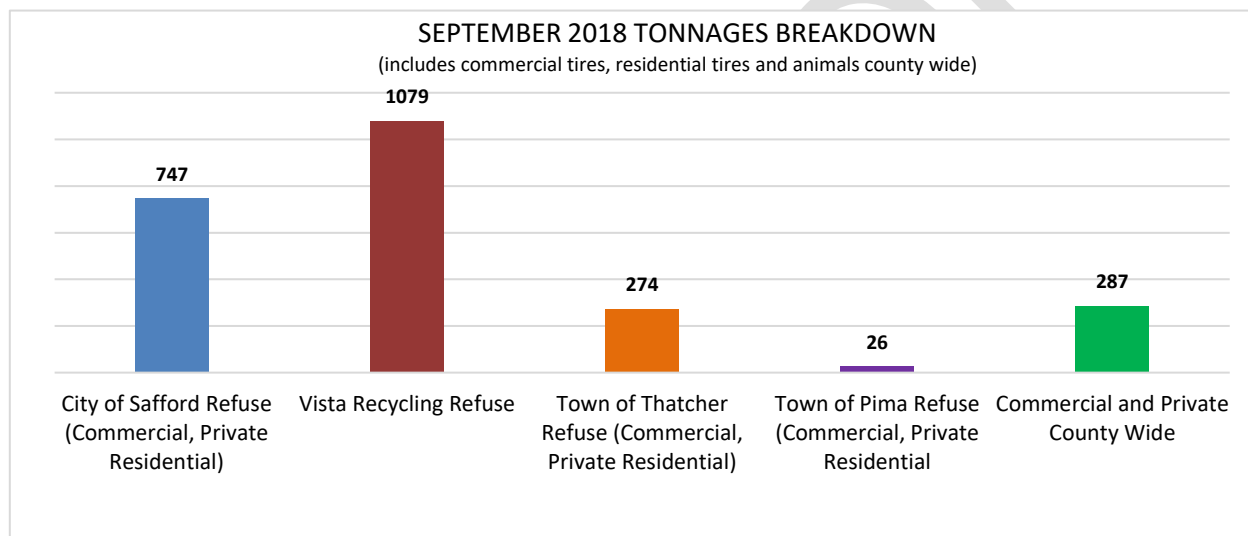
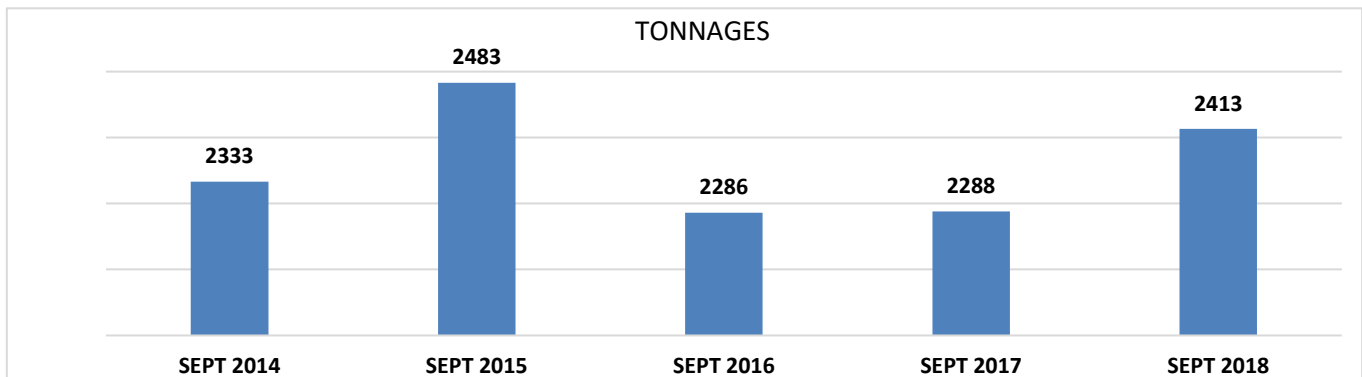
- Monthly Inspections:
 - Air Filters (6 HVAC units): 65 filters replaced, 17 filters washed
 - Fire Extinguishers (193 total): 0 Replaced
- Worked on bids and plans for upcoming projects
- Cement work at Dry Lake
- Formed and poured collars around pipe at Reclamation Plant pond

WORK PLANNED FOR OCTOBER:

- Monthly air filter and fire extinguisher inspections
- Work on bids for upcoming projects
- Continue Dry Lake project
- Inventory and document chemicals in Public Works for Safety Data Sheet's online program

LANDFILL DIVISION

Employees: 3



- Green Waste: 13.96 Tons
- Tires (County wide) delivered to Landfill: 2,523 Tires

PARKS AND CEMETERY DIVISION

Employees: 5, Inmates: 2

WORK COMPLETED:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Installed irrigation on 20th Avenue median
- Trimming Mesquite trees and shrubs along Multi-Use Trail
- Tilled sand in play areas
- Winterized swimming pool

WORK PLANNED FOR OCTOBER:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Begin work at AZ Post on berm repairs
- Continue work at RC Airstrip
- Continue planning out La Tierra Pocket Park
- Plan plant design for 20th Avenue median landscaping

SANITATION DIVISION

Employees: 5, Inmates: 2

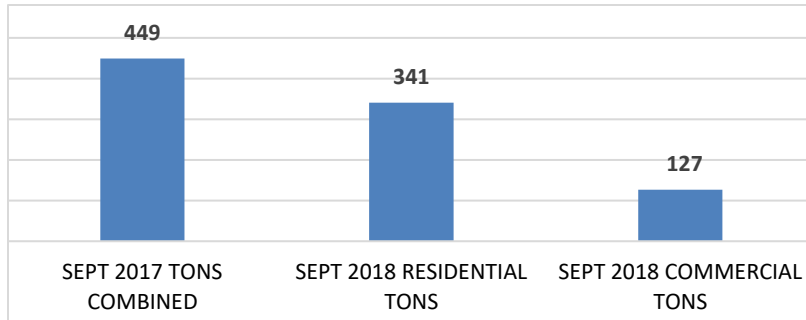
• **WORK ORDERS:**

Received: 28

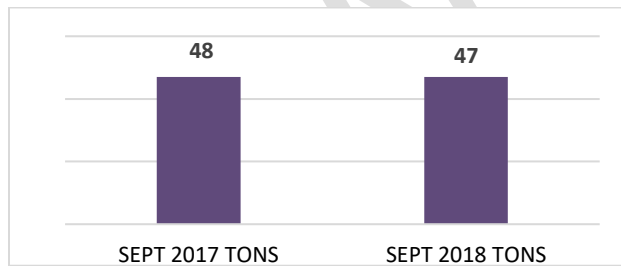
Resolved: 25

Repairs/Replacements: 9

CITY OF SAFFORD RESIDENTIAL & COMMERCIAL REFUSE PICK UP



RECYCLING



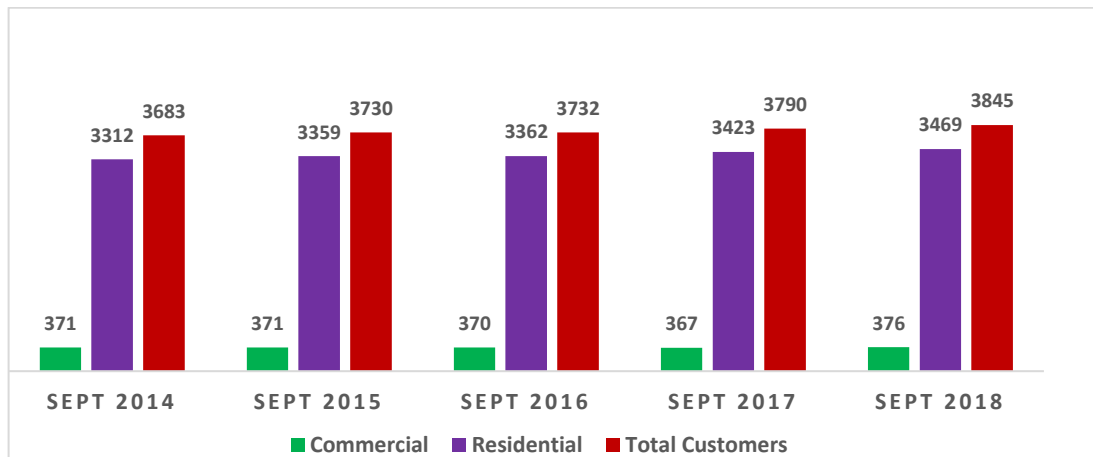
* Includes Safford, Town of Thatcher, Graham County and Pima

FRIEDMAN RECYCLING MONTHLY REBATE

<i>2017 Rebate</i>		<i>2018 Rebate</i>			
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	September:	\$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
- September: 2.39Tons

SANITATION CUSTOMERS (Residential and Commercial)



STREET DIVISION

Employees: 9, Inmates: 4

WORK COMPLETED:

- Poured concrete pad at Gonzales' entrance off 1st Avenue
- Hot mix for Utilities and Street Divisions
- Poured sidewalk slab on 14th Avenue
- Sweeping citywide and Main Street
- Weed spraying, alley and retention pond maintenance and tree trimming citywide
- Installed and backfilled pipe at Reclamation pond
- Hauled ABC from Airport
- Backfilled along trail on Highline Canal
- Striped skips on 20th Avenue for Thatcher and citywide
- Power washed sidewalks on Main Street for chalk art event
- Sidewalk repair completed in Copper Canyon subdivision
- Swept sand and cleaned up trouble spots after storm
- Built berm along 14th Avenue to redirect water for future storms
- Dirt work completed on shoulders where storm washed away
- Installed new bases to transfer signs to Telespar posts
- Mastic One ordered for November in preparation for crack sealing citywide
- New Street Division employee CDL certified

WORK PLANNED FOR OCTOBER:

- Continue Arizona Department of Transportation (ADOT) Grant Sign Replacement program
- Sweeping citywide in preparation for Fog and Crack Sealing
- Install pipe and backfill at Reclamation Pond
- Complete striping centerlines and tails citywide
- Hot mix for Utilities Division on 10th Avenue and surrounding areas
- Install drain box on culvert on East 4th Street