

# Public Works Department Monthly Report December 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
- Partnering/Pre-construction workshop: ADOT US Hwy 70 to Safford 20<sup>th</sup> Ave – 8<sup>th</sup> Street
- Budget monitoring webinars
- Mt. Graham Shopping Center Development Review Committee (DRC) Meeting
- Special Events Committee Meeting

### **WORK ORDERS:**

Received: 6  
Resolved: 0

## **FACILITY MAINTENANCE DIVISION**

Employees: 5, Inmates: 3

### **WORK COMPLETED:**

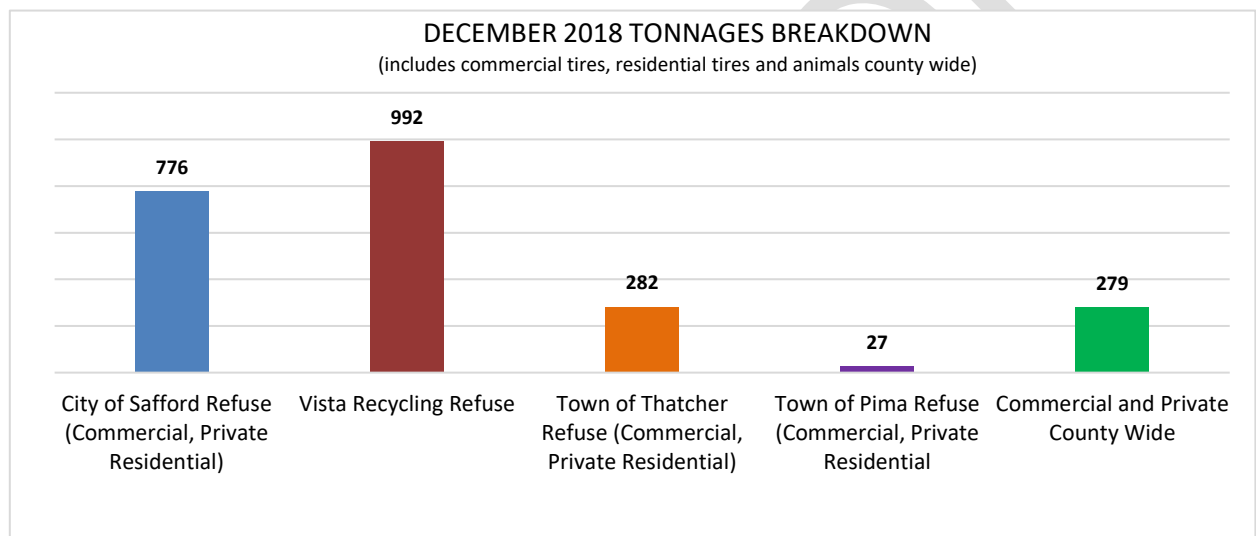
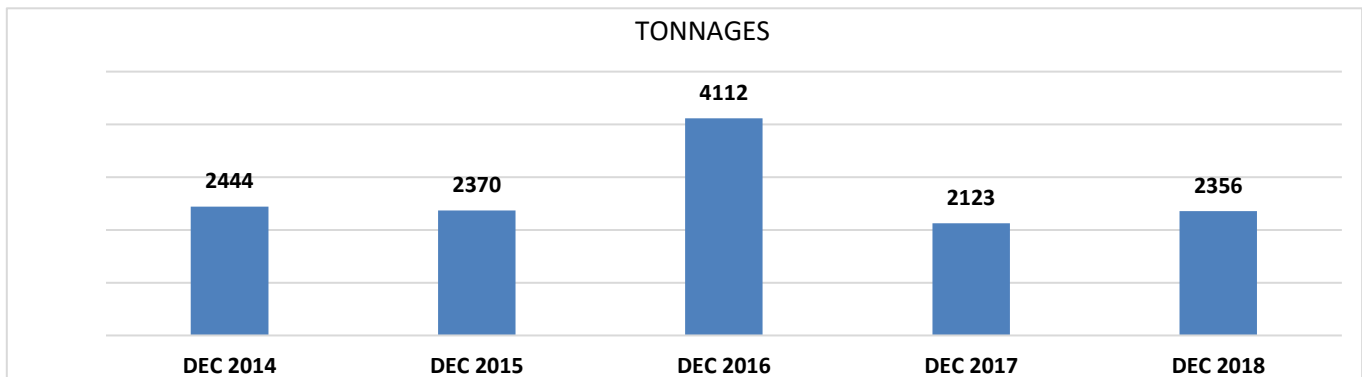
- Monthly Inspections:
  - Air Filters (6 HVAC units): 65 filters replaced, 17 filters washed
  - Fire Extinguishers (193 total): 0 Replaced
- Worked on bids and plans for upcoming projects
- Completed Dry Lake RC park project
- Worked on Chamber of Commerce sign foundation, platform and installed sign

### **WORK PLANNED FOR JANUARY:**

- Monthly air filter and fire extinguisher inspections
- Work on bids for upcoming projects
- Begin Glenn Meadows Park bathroom project
- Work on pipe collars at the Reclamation Plant

## LANDFILL DIVISION

Employees: 3



- Green Waste: 19 Tons
- Tires (County wide) delivered to Landfill: 2,601 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 water leaks to main waterlines in Cemetery
- Cleaned up RC Airstrip project
- Repaired washouts on S 14<sup>th</sup> Avenue retention pond

### WORK PLANNED FOR JANUARY:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Take down Christmas lights and decorations from city buildings
- Continue planning out LA Tierra Pocket Park
- Build and install two light pole bases for Dry Lake Trap Pit area

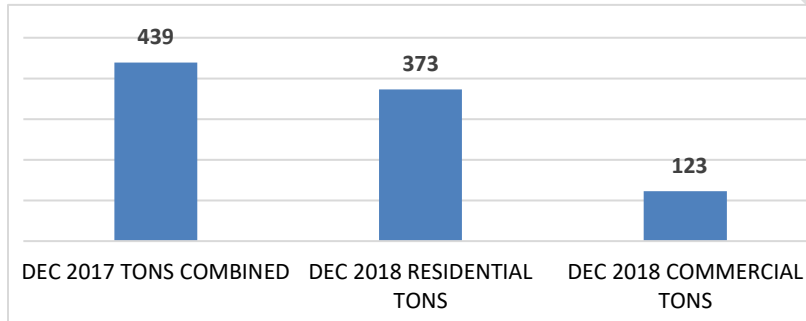
**SANITATION DIVISION**

Employees: 5, Inmates: 2

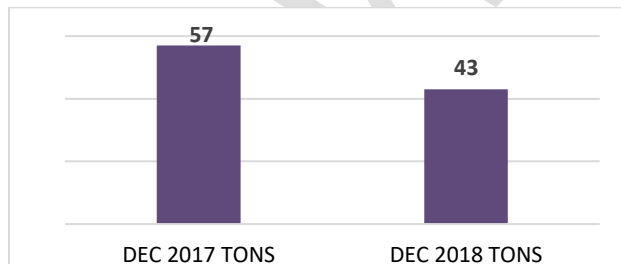
• **WORK ORDERS:**

Received: 15  
 Resolved: 14  
 Repairs/Replacements: 7

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



**RECYCLING**



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

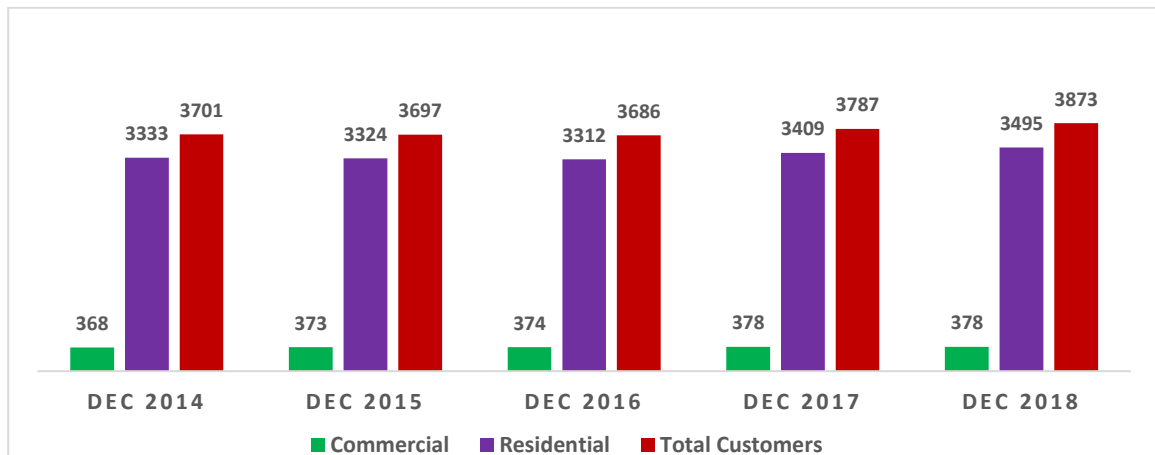
**FRIEDMAN RECYCLING MONTHLY REBATE**

<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	October:	\$1.00/Ton
November:	\$ 1.00/Ton	May:	\$1.00/Ton	November:	\$1.00/Ton
December:	\$ 1.00/Ton	June:	\$1.00/Ton	December:	\$1.00/Ton

**Town of Thatcher Recycling Tonnage  
 (Recycling Campaign began in July 2017)**

- FY 17/18 Total: 51.82 Tons
- FY 18/19:
  - July: 4.69 Tons
  - August: 5.65 Tons
  - September: 3.99 Tons
  - October: 5.08 Tons
  - November: 1.25 Tons
  - December: 2.93 Tons

**SANITATION CUSTOMERS**  
(Residential and Commercial)



**STREET DIVISION**

Employees: 9, Inmates: 4

**WORK COMPLETED:**

- Setting outlet pipe and backfilling at Reclamation Pond
- Crack sealing with Mastic One on Multi-Use Trail, 14<sup>th</sup> Avenue and Relation Street
- Burned weeds/brush and dug out silt on Highline Canal, Union Canal and Graveyard Wash Dam
- Assisted with removing concrete and completed saw cuts in preparation for new Chamber of Commerce sign
- Prepped and poured sidewalk and driveway behind Odd Fellows building
- Filled in washed out driveway on 26<sup>th</sup> Street
- Cleaned out 13<sup>th</sup> Street and 2<sup>nd</sup> Avenue culvert
- Worked on 20<sup>th</sup> Avenue shoulders along Multi-Use Trail
- Assisted Sanitation and Landfill Divisions
- Removed tree blocking new sign at Chamber of Commerce
- Filled sandbags for signage on roundabout project
- Painted new crosswalk and assisted with signage for new traffic flow route at Lafe Nelson School
- Saw cuts for Hot-Mix on roads patched by Utilities Thatcher
- Burned tumbleweeds along fencing at Reclamation Plant for bar ditch cut

**WORK PLANNED FOR JANUARY:**

- Complete the Union Canal cleanup
- Finish filling sandbags for signage at the roundabout
- Install inlet pipe, backfill and cut bar ditch at Reclamation Pond
- Finish burning along Graveyard Wash Dam
- Continue crack sealing city streets
- Crack seal aprons at Airport
- Install drainage on E. 4<sup>th</sup> Street by Bowling Alley
- Hot mix roads in Thatcher previously done with cold mix by Utilities