

Public Works Department Monthly Report October 2019

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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
- Special Events Committee Meetings
- Interviews: Street Division Lead, Street Maintenance, Building Inspector, Landfill Operator, Parks Maintenance
- Playground ADA Improvement Project Bid Opening (CDBG Project)
- Public Works job description reviews
- Public Works Quarterly Division Meetings
- Harvest Festival vendor space layout
- East 8th Street on site review
- Safford Downtown Association Meeting
- Conquistador Development Meeting
- Monthly Public Works Division budget meetings
- Gila River Linear Park River Walk Meeting
- Begin Community Pride Event (October 31st – November 2nd)

WORK ORDERS:

Received: 13

Resolved: 6

FACILITY MAINTENANCE DIVISION

Employees: 4, Inmates: 3

WORK COMPLETED:

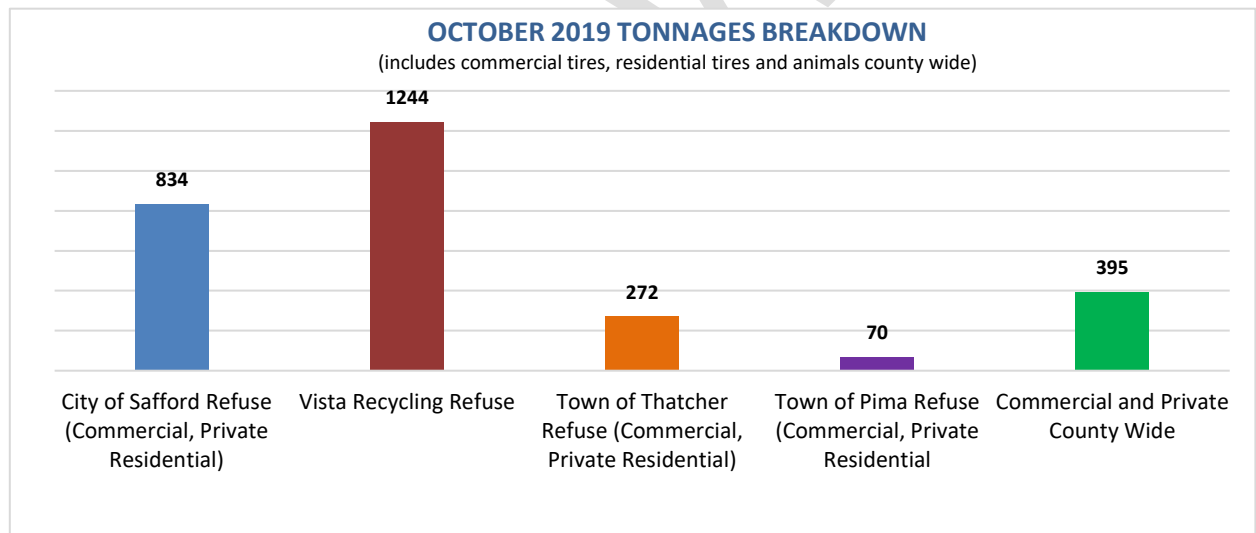
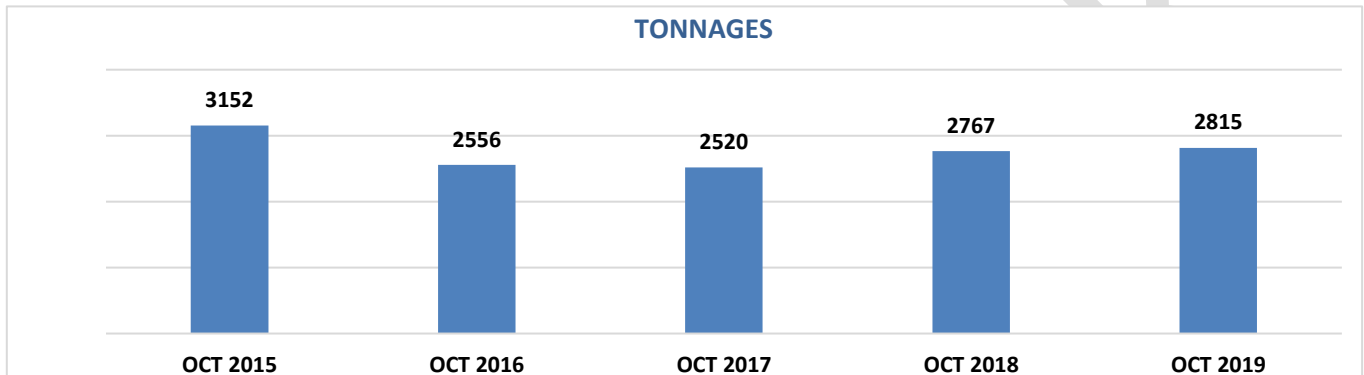
- Monthly Inspections:
 - Air Filters (6 HVAC units): 65 filters replaced, 17 filters washed
 - Fire Extinguishers (193 total): 0 Replaced
- Worked on bids and plans for upcoming projects
- Continue work on La Tierra Pocket Park Project: installed parking lot, sidewalks, first of two bridges, worked on subgrade
- Evacuated refrigerant from appliances at Landfill

WORK PLANNED FOR NOVEMBER:

- Monthly air filter and fire extinguisher inspections
- Evacuate refrigerant from appliances at Landfill
- Continue work on designs and plans for upcoming projects
- Continue work at La Tierra Pocket Park: install second bridge, subgrade and sidewalks, shade structure for play area

LANDFILL DIVISION

Employees: 4



- Green Waste: 8.22 Tons
- Tires (County wide) delivered to Landfill: 4,728 Tires
- Community Pride (October 31) County Wide: 37.46 Tons

PARKS AND CEMETERY DIVISION

Employees: 4, Inmates: 2

WORK COMPLETED:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Assisted with dirt work at La Tierra Park
- Repaired irrigation leaks at various locations in the parks
- Began hanging Christmas lights at City Hall
- Continue cleanup of cemetery waterline installation with one more section to install to have all water on

WORK PLANNED FOR NOVEMBER:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Continue work on La Tierra Pocket Park project
- Continue water line replacement in last section of cemetery
- Continue cleanup of airport and rifle range areas
- Continue setting up Christmas lights and decorations downtown

SANITATION DIVISION

Employees: 5, Inmates: 2

- **WORK ORDERS:**

Received: 51

Resolved: 51

Repairs/Replacements: 34

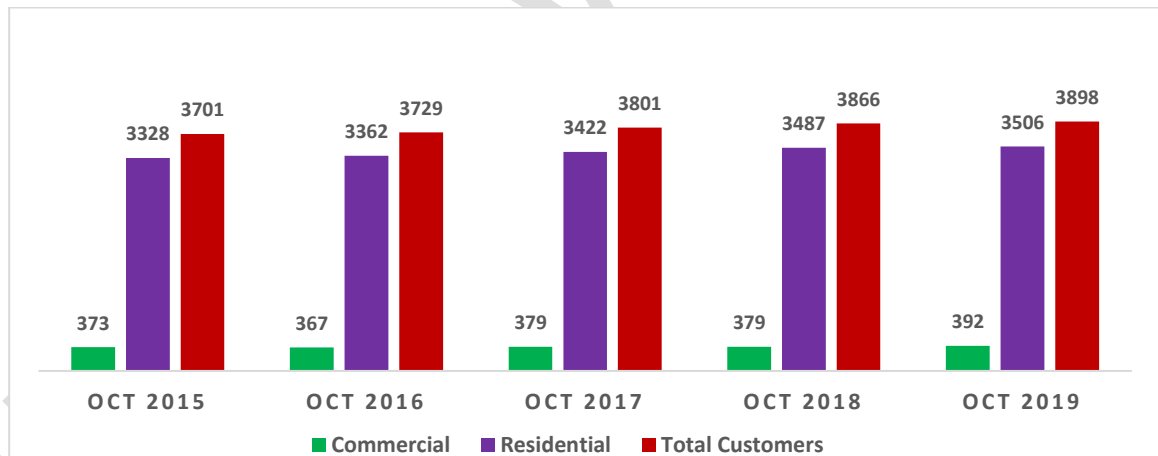
CITY OF SAFFORD RESIDENTIAL & COMMERCIAL REFUSE PICK UP

October 2018 Tonnage: 562

October 2019 Tonnage: 563

CITY OF SAFFORD SANITATION CUSTOMERS

(Residential and Commercial)



STREET DIVISION

Employees: 8, Inmates: 4

- **WORK COMPLETED:**

- Graded East Relation Street and East shoulder on 20th Avenue
- Cleaned entrance to inlet at Graveyard Wash Dam
- Graded tank road to Thunderbird Tank
- Cut/trimmed trees on 14th Avenue per Police Chief
- Continue spraying weeds citywide
- Finished hauling dirt from Layton's to Landfill
- Replaced buckled sidewalks at 1907 8th Avenue, in front of Pizza Hut, Boulevard Glass and Boulder Creek Construction on Hwy 70
- Striped centerlines citywide and parking stalls downtown

- Painted curbs around City Hall and Graham County Court House
- Assisted Sanitation with alley cleanup
- Working on new pad at airport for sweeper storage
- Repaired drainage issue at Big Bore parking lot
- Assisted with concrete work and digging out runoff trench for La Tierra Pocket Park project
- Began hauling dirt from Reclamation Pond to Landfill
- Mowed retention ponds

WORK PLANNED FOR NOVEMBER:

- Continue hauling dirt from Reclamation Pond to Landfill
- Fill cracks with Mastic One in various locations citywide
- Crack seal airport aprons and citywide for pavement preservation
- Continue mowing retention ponds
- Ditch maintenance
- Tree trimming with bucket truck
- Assist Water Division with Hot-Mix on downtown project
- Assist at La Tierra hauling rock for landscaping