

Public Works Department Monthly Report November 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
- Monthly Public Works Division budget meetings
- Public Works Quarterly Division Meetings
- 4th Quarter Graham County CPP Meeting
- Development Review Committee Meeting
- CDBG Park ADA Improvements: Pre-construction Meeting
- Site visit: Review Welcome to Safford Sign possibility

WORK ORDERS:

Received: 12

Resolved: 3

FACILITY MAINTENANCE DIVISION

Employees: 4, Inmates: 2

WORK COMPLETED:

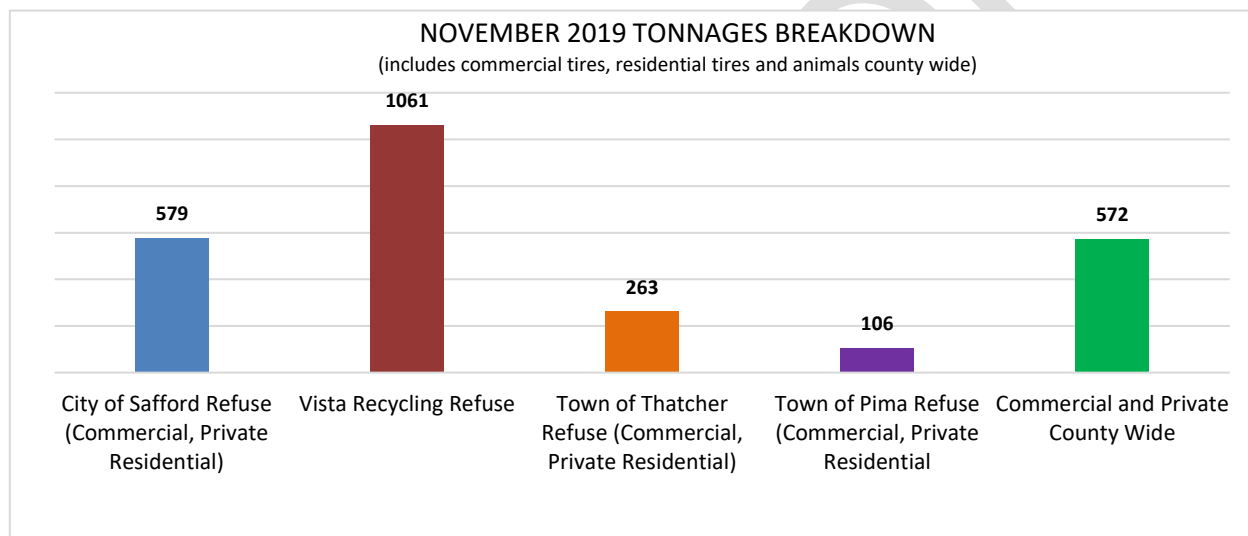
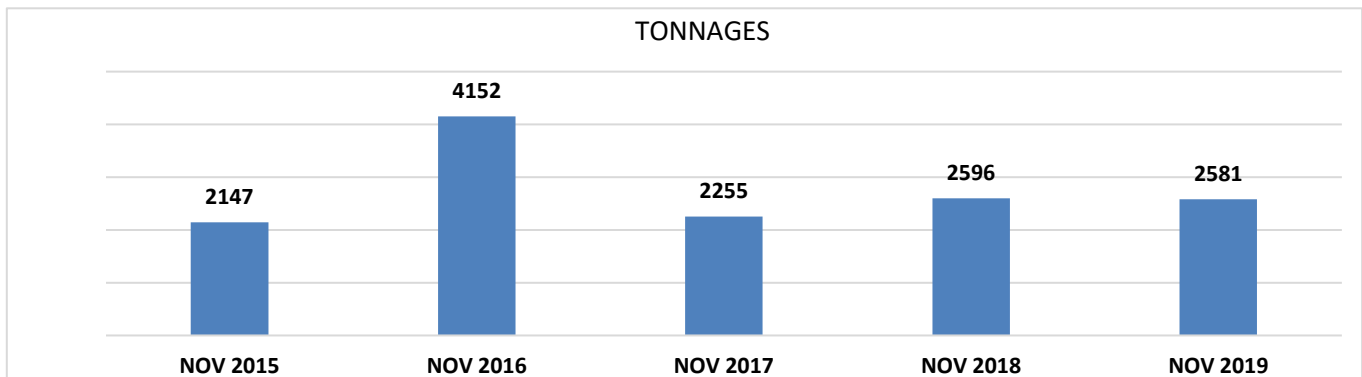
- Monthly Inspections:
 - Air Filters (6 HVAC units): 65 filters replaced, 17 filters washed
 - Fire Extinguishers (193 total): 0 Replaced
- Worked on bids and plans for upcoming projects
- Drained freon from appliances at Landfill
- Continue La Tierra Pocket Park Project:
 - Sidewalk throughout park
 - Sidewalk and pad for bench installed
 - Subgrade being worked on for sidewalks and playground area

WORK PLANNED FOR DECEMBER:

- Monthly air filter and fire extinguisher inspections
- Work on bids for upcoming projects
- Drain freon from appliances at Landfill
- Continue La Tierra Pocket Park Project
 - Playground and sidewalk subgrades
 - Curbing around playground
 - Shade structure for play equipment

LANDFILL DIVISION

Employees: 4



- Green Waste: 4.16 Tons
- Tires (County wide) delivered to Landfill: 4,636 Tires
- Community Pride: October 31 – November 2, 2019: 133.18 Tons

PARKS AND CEMETERY DIVISION

Employees: 4, Inmates: 2

WORK COMPLETED:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Repaired irrigation lines in various areas around town
- Installed Christmas lights and decorations downtown
- Continued cleanup of cemetery waterline installation
- Assisted with moving sand out of Glenn Meadows and Firth Park play areas in preparation for new rubber surface
- Rerouted irrigation lines and control wires at Firth Park play area
- Continue work at La Tierra Pocket Park Project
 - Assisted with dirt work
 - Installed water lines on southeast side of park

WORK PLANNED FOR DECEMBER:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Continue work on La Tierra Pocket Park project
- Continue the install of cemetery water line renewal project and cleanup

SANITATION DIVISION

Employees: 5, Inmates: 2

- **WORK ORDERS:**

Received: 28

Resolved: 28

Repairs/Replacements: 19

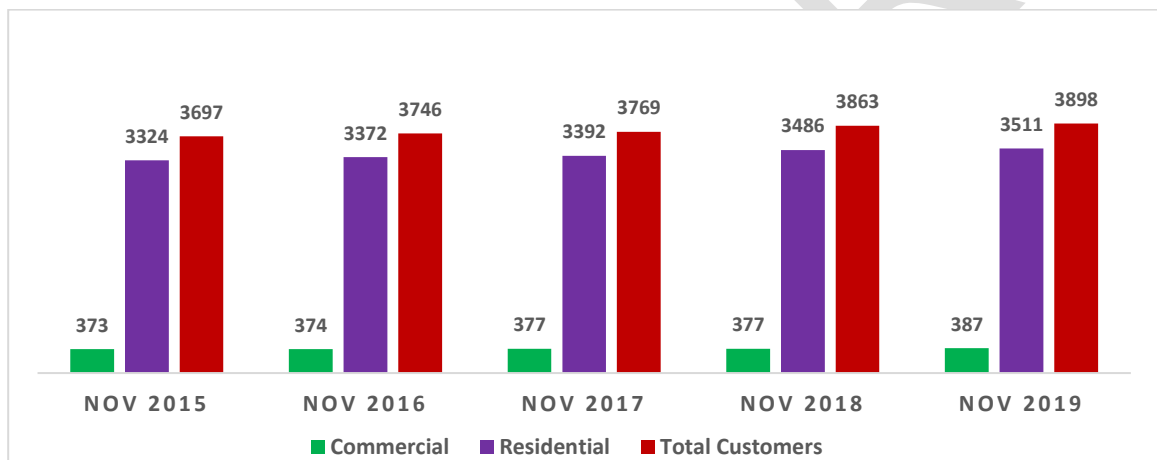
CITY OF SAFFORD RESIDENTIAL & COMMERCIAL REFUSE PICK UP

November 2018 Tonnage: 460

November 2019 Tonnage: 529

CITY OF SAFFORD SANITATION CUSTOMERS

(Residential and Commercial)



STREET DIVISION

Employees: 9, Inmates: 4

WORK COMPLETED:

- Hauled dirt at Reclamation Pond to Landfill
- Cut trees and mowed retention ponds
- Burned retention ponds that had no access to mow and burned the burn pile
- Cut/trimmed trees along 8th Avenue by Main Street
- Replaced curb on 2nd Avenue
- Repaired alley entrance off 20th Street with concrete slurry
- Hauled dirt to La Tierra Pocket Park project and kept watered for dust control
- Performed drainage maintenance on drains and ditches
- Mastic One crack sealing placed on East Main Street, West Court Street and Relation
- Cleaned up homeless camp off 14th Avenue per Safford Police Department
- Hauled scrap dirt pile behind school to Landfill
- Hauled sand from Glenn Meadows Park in preparation for ADA rubber surface

WORK PLANNED FOR DECEMBER:

- Haul dirt from Reclamation Pond to Landfill
- Mastic One crack sealing on South 14th Avenue and finish Relation Street
- Assist Utility Division with Hot Mix at 7th and 8th Streets, 2nd and 3rd Avenues
- Install guardrail at Landfill damaged by contractor
- Moving dirt and leveling Industrial Park Loop Road and pad
- Grade ditches at off 7th Street, between Stirrup and Kings Court