

Public Works Department Monthly Report December 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
- Building Inspector, Sanitation, Landfill and Facility Maintenance interviews
- US 70 and 2nd Avenue Drainage Design discussions
- Monthly Project Review
- Hwy 191 and Discovery Park Blvd Signage meeting
- Quarterly Division Meeting – Street Division
- Review Design/Development package for new police building
- Stone Willow subdivision meeting with Bright Edge Development

WORK ORDERS:

Received: 17

Resolved: 9

FACILITY MAINTENANCE DIVISION

Employees: 5, Inmates: 3

WORK COMPLETED:

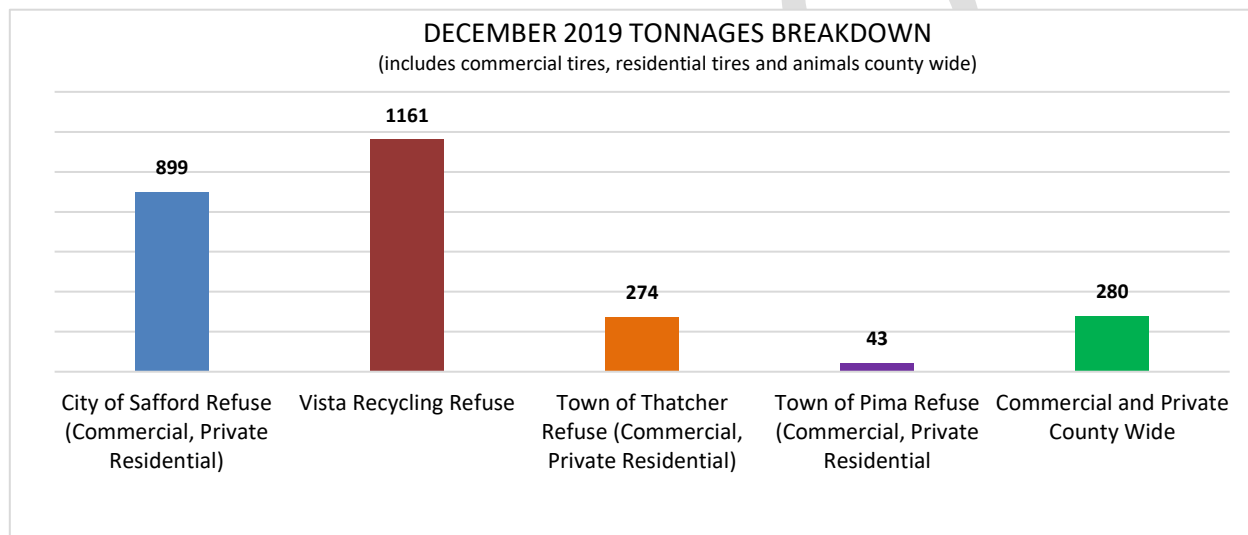
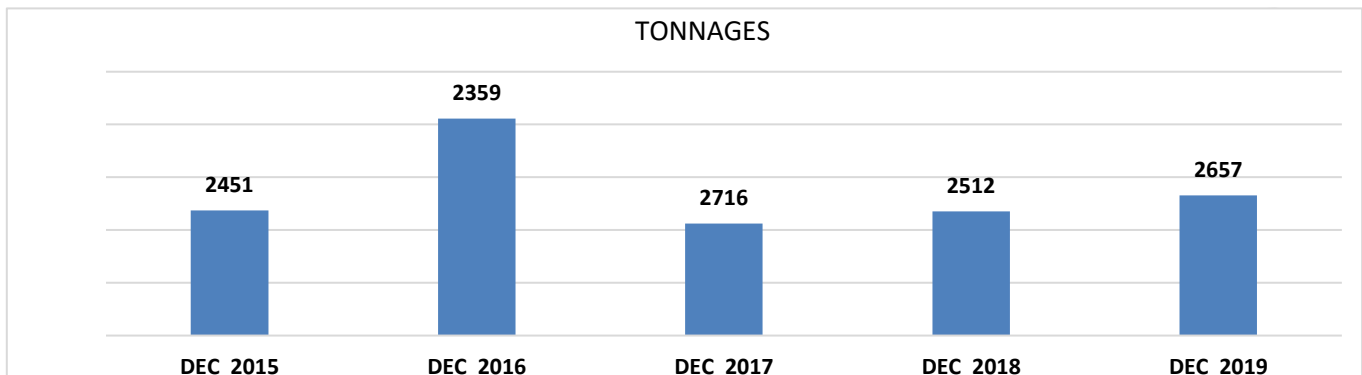
- Monthly Inspections:
 - Air Filters (6 HVAC units): 65 filters replaced, 17 filters washed
 - Fire Extinguishers (193 total): 0 Replaced
- Worked on bids and plans for upcoming projects
- Drained freon from refrigerators/freezers at Landfill
- Continued work on La Tierra Pocket Park project:
 - Poured additional sidewalk throughout park
 - Installed curbing and sidewalk around play shade area
 - Worked on subgrade for playground and sidewalks

WORK PLANNED FOR JANUARY:

- Monthly air filter and fire extinguisher inspections
- Work on bids for upcoming projects
- Continue work on La Tierra Pocket Park project:
 - Work on playground equipment and slab for ADA rubber surface
 - Continue work on subgrade and sidewalks
 - Complete shade structure over play area

LANDFILL DIVISION

Employees: 3



- Green Waste: 4.05 Tons
- Tires (County wide) delivered to Landfill: 3,913 Tires

PARKS AND CEMETERY DIVISION

Employees: 5, Inmates: 2

WORK COMPLETED:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Rerouted irrigation lines and control wires at Firth Park play area in preparation for sand removal
- Helped move sand out of Glenn Meadows and Firth Park play areas in preparation for ADA rubber surface install
- Extended sleeves on 20th Avenue median for realigning median

WORK PLANNED FOR JANUARY:

- Continue weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Continue work at La Tierra Pocket Park, Glenn Meadows and Firth Park
- 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: 11

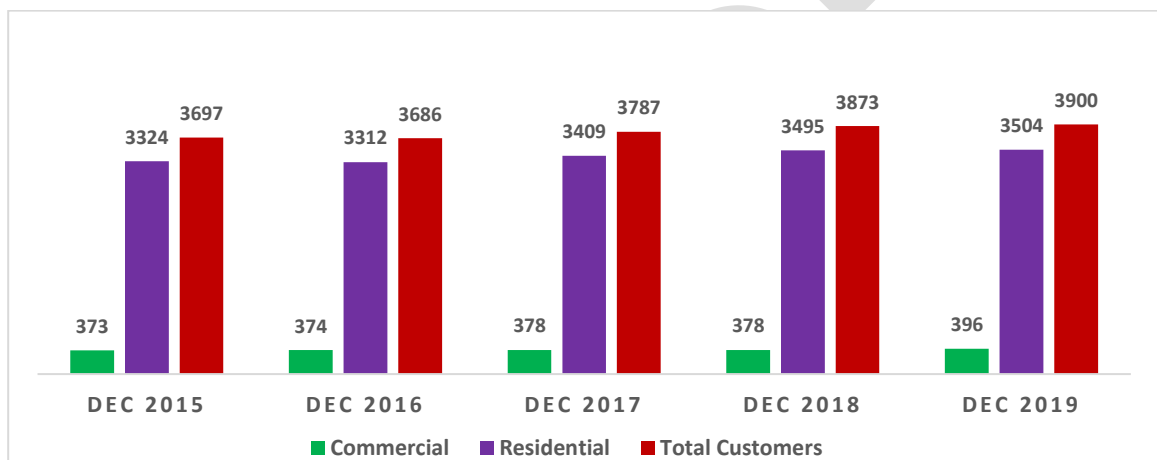
CITY OF SAFFORD RESIDENTIAL & COMMERCIAL REFUSE PICK UP

December 2018 Tonnage: 496

December 2019 Tonnage: 615

CITY OF SAFFORD SANITATION CUSTOMERS

(Residential and Commercial)



STREET DIVISION

Employees: 9, Inmates: 4

WORK COMPLETED:

- Hauling dirt from Reclamation Pond to Landfill
- Mastic One applied on 5th Avenue asphalt cut-outs
- Assisted Utilities with Hot-Mix on 7th St and 2nd Ave
- Graded East Relation Street in preparation for spreading gravel
- Replaced damaged sign on 20th Avenue
- Cleaned and inspected drains before, after and during the storms
- Dirt removed at Glenn Meadows playground in preparation for ADA rubber surface
- Repaired damaged guardrail at Landfill
- Graded tank roads
- Cleaned out silt on Discovery Park Blvd ditch for drainage
- Assisted Sanitation with Bulk Route citywide
- Cut swales on 8th Street shoulder and alley off Kings Court to prevent flooding

WORK PLANNED FOR JANUARY:

- Finish radius on 20th Avenue island
- Complete Mastic One crack sealing
- Continue hauling dirt from Reclamation Pond to Landfill
- Continue removing dirt hill on east side of Industrial Loop road and using it for fill on the west side
- Assist Sanitation with Bulk Route

- Complete spreading gravel on East Relation Street

PUBLIC WORKS