

Public Works Department Monthly Report July 2020

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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 Verifications, 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
- County road meetings for Lonestar and Bonita Waterline Project
- Met with Bowman Engineering to discuss 1st Avenue Water Project (Cox Lane to Church Street in Thatcher) and Rowley Drive Water Project (1st Avenue to Reay Lane, in Thatcher/Graham County)
- Bid Opening for new Police station
- SEAGO TAC meeting
- Met with Rick Britt and Lupe Munoz at Jetcrafters to discuss drainage area at Airport
- Streets Maintenance Worker interviews
- Runway widths meeting with airport consultant
- Bureau of Reclamation (BOR) Water Reclamation discussion
- Met with Phillip Nelson regarding Ice King proposed building location
- Pre-job meeting for sober living facility
- Airport Meeting
- Safford Airport (SAD) Part 139 Discussion

WORK ORDERS:

Received: 21

Resolved: 8

FACILITY MAINTENANCE DIVISION

Employees: 5, Inmates (out for Covid): 3

WORK COMPLETED:

- Monthly Inspections:
 - Air Filters (6 HVAC units): 65 filters replaced, 17 filters washed
 - Fire Extinguishers (193 total): 0 Replaced
- Began repairs to Annex conference room from storm damage
- Finished drainage structure on 2nd Avenue and Relation Street
- Finished access gates for the canals
- Worked on painting City Hall interior
- Work on the designs and plans for upcoming capital projects

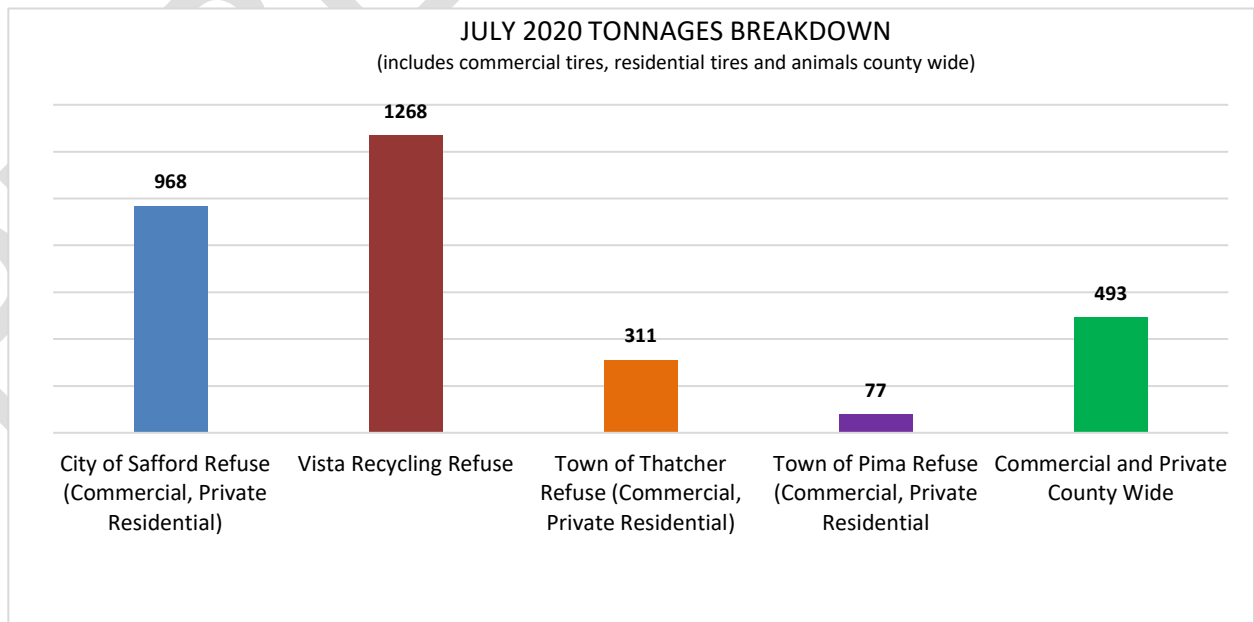
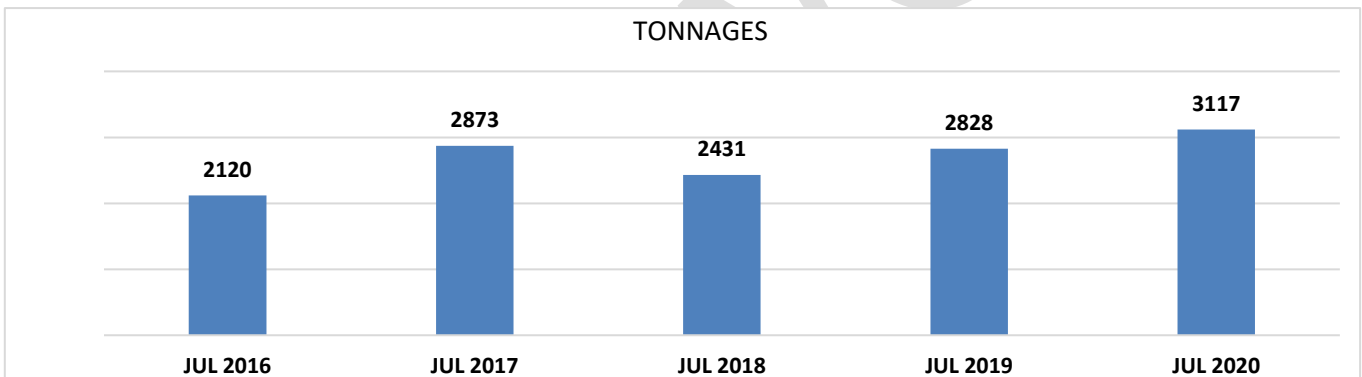
- Monthly inspections for filters and fire extinguishers
- Monthly building inspections to be more proactive than reactive
- Worked on bids for upcoming and new projects
- Worked on work orders
- Inspected and repaired all emergency lights City wide

WORK PLANNED FOR AUGUST:

- Monthly air filter and fire extinguisher inspections
- Work on designs, bids and plans for upcoming projects
- Continue painting City Hall interior
- Prep material for the Landfill scale house
- Continue to repair the Annex conference room from storm damage
- Drain freon from appliances at the Landfill
- Continue to assist in any other capital projects
- Work on work orders as they come in
- Monthly building inspections to be more proactive than reactive
- Monthly inspections for filters and fire extinguishers

LANDFILL DIVISION

Employees: 4 (1 vacant), Inmates (out for Covid): 1



- Green Waste: 25.84 Tons
- Tires (County wide) delivered to Landfill: 4,659 Tires

PARKS AND CEMETERY DIVISION

Employees: 4 (2 vacant), Inmates (out for Covid): 2

WORK COMPLETED:

- Continued weed spraying and regular maintenance of city lawns, landscaping, cemetery and airport
- Finished installing conduit for light poles on multi-use trail
- Assisted Electric Department in setting light poles as they were prepped for multi-use trail
- Fixed irrigation leaks throughout city parks
- Completed work orders
- Continued cleanup of cemetery
- Weed spraying city wide:
 - Parks and Airport: 40 gallons of concentrated weed killer sprayed at 2% - 4% mix
 - Cemetery: 20 gallons of concentrated weed killer sprayed at 2% - 4% mix

WORK PLANNED FOR AUGUST:

- Continue weed spraying and regular maintenance of City lawns, landscaping, cemetery and airport
- Set poles and reattach fence around light poles that were removed for lighting project at cemetery
- Complete work orders that get assigned
- Remove dead trees from cemetery
- Fertilize city lawns

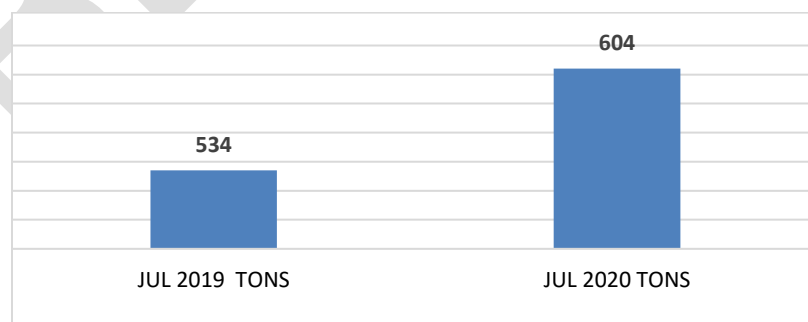
SANITATION DIVISION

Employees: 5 (1 vacant), Inmates (out for Covid): 2

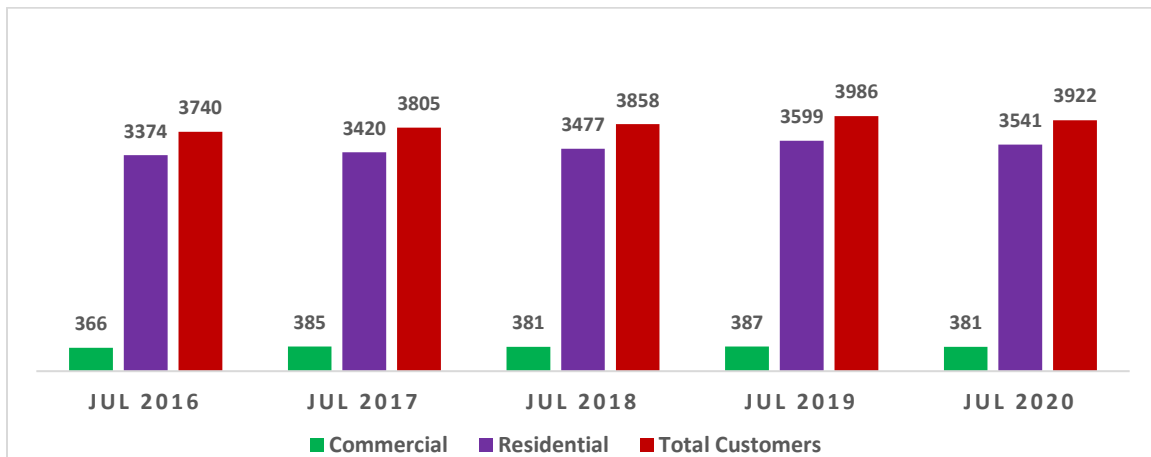
• **WORK ORDERS:**

Received: 23
 Resolved: 16
 Repairs/Replacements: 18

CITY OF SAFFORD RESIDENTIAL & COMMERCIAL REFUSE PICK UP



SANITATION CUSTOMERS (Residential and Commercial)



STREET DIVISION

Employees: 7 (3 vacant), Inmates (out for Covid): 4

WORK COMPLETED:

- Alleys maintained/cleaned: 4
- Retention ponds maintained: 2
- Striping of streets, parking lots, and painting curbs
- Cut branches to clear multiple street signs
- Weed spraying
- Crack sealed north of Hwy 70 neighborhoods
- Sweeping city wide
- Trimmed trees in alleys (4 alleys)
- Weed eat and sprayed ponds
- Repaired and replaced damaged street signs
- Installed new signs at new parking lot (Firth Park)
- Installed parking blocks at La Tierra Park
- Helped Sanitation and Landfill
- Cleared drainage ditches and grates
- Repaired roads to the blue ponds
- Removed debris, demo old concrete, relocated irrigation timer at Los Diez
- Repaired island, concreted, installed and painted bollards at Los Diez
- Replaced concrete drain pan @ 14th Ave
- Repaired fence and installed new posts behind the Library
- Repaired and cleaned drainage ditch on west Relation St
- Cleaned up basketball courts on 8th Ave
- Collected measurements for crack sealing and fog for the walking trails
- Cleared brush at 8th Ave gate project for Building Maintenance
- Repaired stop sign at Bonita Rd (was run over)
- Worked with ADOT to get sign relocated at 20th St & Hwy 191
- Helped Parks with some of their weed spraying
- Cleaned out and cut brush in Graveyard Wash

WORK PLANNED FOR AUGUST:

- Continue striping streets and parking lots
- Crack sealing
- Pond cleanup
- Alley cleanup
- Sweeping city wide
- Clearing city street signs of obstructions
- Trimming trees in alley
- Curb repair
- Repair drainage at 27th St alley
- Cut back trees at 4th St & 5th Ave
- Raise and cut back trees at 3rd St & Central Ave
- Graffiti abatement
- Fix fence on earth damn off Discovery Park Blvd
- Hot patch 14th Ave/Relation utility cuts
- Repair sinking patch at 8th St & 5th Ave
- Continue working on Graveyard Wash