

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, APRIL 2025
DATE: MAY 5, 2025

Some of the activities for Public Works in April include:

1. Daily collection of trash from City Hall and City Parks.
2. Perform a weekly inspection of the playground equipment and park facilities.
3. Perform a weekly inspection of the traffic control signs throughout the city; replace poles and signs as required.
4. I prepared the Purchase Orders and documentation for those purchases.
5. Performed routine maintenance at the City Hall to include the service of the air handling equipment, re-lamping fixtures and repairing or installing appurtenances including plumbing fixtures.
6. I represented the city at various meetings to include:
 - OGL Meeting – In Person – 4.5 hrs.
 - SMAC Meeting - Virtual – 30 minutes.
 - Turkey & Brush Creeks 2D Modeling Meeting – 1.5 hrs.
 - Monthly EM Forum – Virtual – 1 hr.
 - AIMS Small City Meeting – In Person Meeting – 1.5 hrs.
 - 811 Conference – In Person – 12 hrs.
 - Attended Sediment & Erosion Control Inspectors Training – In Person – 4.5 hrs.
 - Arbor Day Ceremony – In Person – 30 minutes
7. Received, via email, Kansas One-Call Locate Requests, advised callers of their status with the City of Westwood regarding utilities and advised, when appropriate, the need to either get an excavation permit, building permit or fence permit. I provided the building official with a copy of the locate requests for follow-up for any building permits that may be required and answered any questions when asked.
8. We performed routine maintenance on the Public Works vehicles and equipment to include fluid services, cleaning, and general repairs.
9. Routine maintenance of the Public Works Facility to include the air handling equipment, plumbing, electrical, and cleaning.
10. Performed various clerical duties for the Public Works Department's daily functions.
11. I attended Public Works, City Council and Staff and Committee meetings as required.
12. Observed activities associated with ROW Permits.
13. We marked streetlight utilities when requested by the One-Call System.
14. We performed monthly safety checks at all City properties as well as monthly fire extinguisher inspections.
15. Mitch attends monthly Safety Committee Meetings.
16. We repaired potholes.
17. We swept the streets in Westwood.

18. We placed the speed and vehicle monitoring trailer at various locations to gather data for an upcoming study.
19. We mulched various City Properties.
20. We mowed and trimmed various City Properties.
21. We cleaned the City Hall roof drains.
22. I, Mitch and Michael attended the Stormwater Management Council sponsored a Sediment & Erosion Control Inspectors training and certification class. We all passed the test and are certified. Inspection of construction sites for proper sediment & erosion control is required by our NPDES Phase II Permit.
23. We prepared for and staffed the Easter Egg Scramble.
24. I observed the Spruce tree which we have used for our Holiday Tree developed a significant lean and upon further examination the tree was moving significantly in the ground. I determined that the tree should be removed immediately as it was a life safety issue. The target of the tree when it would have fallen would have been our police parking area and officer entrance.
25. The Holiday Tree was removed from the city hall.
26. We stored the snowplows and removed the salt spreader from truck 504.
27. We obtained temporary street patch materials and patched potholes.

This concludes my activities report for some of the activities for Public Works in April.