

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, MARCH 2023
DATE: APRIL 11, 2023

Some of the activities for Public Works in March 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 servicing 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:
 - ULCC Meeting – 1 hr. – Virtual
 - CFAA Task Force Meeting – 3 hrs. – In Person
 - Tree City Awards – 8 hrs. – In Person
 - Emergency Management Forum – 45 mins. - Virtual
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 Streetlights as needed.
17. We patched potholes.
18. We swept streets.
19. We cleaned catch basin fronts.
20. Performed routine maintenance on equipment.
21. Power wash stone walls along Belinder Avenue.

22. Replaced alarm batteries at City Hall.
23. Put the traffic trailer at 2916 W. 47th Terrace.
24. We serviced all of the mowing equipment.
25. We repaired street light wiring hit by contractor.
26. Took bucket truck to Altec for boom certification.
27. We moved the traffic trailer to the 2400 blk. of W. 47th Terrace.
28. I am attending the weekly progress meetings on W. 47th Street.
29. We repaired the stone wall at W. 48th Street and Belinder.
30. We have a stone mason repairing the more extensive repairs.
31. We replaced a no parking sign at 2012 W. 48th Street that was struck by an unknown vehicle.
32. Mitch cleaned the community room kitchen and appliances after receiving a complaint from a citizen.
33. We removed the last salt spreader from truck #3, we also stored all of the snow plows for the summer.
34. We began power washing the tennis court and patching the court around the edge in preparation for resurfacing.
35. We had three large trees removed and we filled the stump areas with soil and seeded the areas.
36. I met with Shawnee Mission School District concerning the drainage around the new school after receiving complaints from residents.

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

To: Governing Body
From: John Sullivan, Director of Public Works
Date: April 11, 2023
Re: Monthly Status Report

- W. 47th Street Project: The project is progressing. We have encountered some issues with the streetlight pole locations but we are working them out. The curb & gutter as well as the driveway approaches has all been placed on the southside of the street. Sidewalk is going in as well as the street light foundations for the poles. The conduit is mostly placed.
- Westwood View School Project: I have been in conversations with the school district concerning the drainage on the backside of the school and the amount of erosion that has taken place. They are to get back with me this week concerning solutions to the identified problems.
- 2023 F-550 and Equipment: The order has been placed for the truck and equipment. We have not been given a build date yet.
- CCLIP funding: I am have a meeting with KDOT next week to discuss the project I submitted.
- Forestry Grant: I have submitted a grant request for the purchase of a leaf vacuum and a watering trailer for 2024. I don't have any new information on this as of yet.
- Pavement Management Analysis: Leslie and I are working on revising the CIP based on the analysis. We will have more to share at budget time.