

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, JANUARY 2024
DATE: FEBRUARY 6, 2024

Some of the activities for Public Works in January 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:
 - KCMMB Board Meeting – Virtual – 1 hr.
 - Public Works Directors Meeting – In person - 1.5 hrs.
 - Shade Tree Conference – KAA – In person – 3 days
 - OGL Meeting – Virtual – 1.5 hrs.
 - Emergency Managers Meeting - Virtual – 1 hr.
 - UPROW Committee Meeting - Virtual – 1 hr.
 - Emergency Management Meeting - Virtual – 1.5 hrs.
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 patched potholes.
17. We swept streets.
18. We cleaned the catch basin fronts.

19. Performed routine maintenance on equipment.
20. Troubleshoot and repair streetlights as needed at various locations.
21. Performed various repairs to roadway signs.
22. We removed leaves from various City Properties.
23. I have been meeting with FEMA to recover expenses related to the July storms.
24. We performed the annual fire extinguisher inspection.
25. We replaced the hot water heater at the Public Works Building.
26. We performed snow removal and ice control operations on 7 different occasions.
27. We removed snow from roof gutters at City Hall to prevent leaks in the gutter.
28. We removed the Holiday lights from City Hall.

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