

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, JUNE 2024
DATE: JULY 10, 2024

Some of the activities for Public Works in June 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:
 - Fireworks Meeting – Virtual – .5 hrs.
 - KCMMB Asphalt Meeting - Virtual – 1 hr.
 - ESC Subcommittee Meeting – In Person – 1 hr.
 - CARS TRC – Virtual – .75 hr.
 - Monthly EM Forum – Virtual - .75 hr.
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 irrigated various locations as needed by hand watering.
18. We performed a couple of items to include moving a street sign and removing a park bench for Westwood Hills.
19. We mowed, trimmed and edged various city properties on a weekly basis.

20. We prepared for the 75th anniversary activities, staffed the parade and gathering at 50th & Rainbow.
21. We have hand pulled weeds along W. 47th Street as well as at various locations in the city.
22. We repaired streetlights on W. 47th Street with the help of Nick Finck.
23. We purchased the new truck that was authorized in June and placed into service.

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