

## **Westwood Public Works Monthly Report**

**TO: GOVERNING BODY**  
**FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS**  
**RE: MONTHLY REPORT, OCTOBER 2023**  
**DATE: NOVEMBER 7, 2023**

Some of the activities for Public Works in October 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:  
Public Works Director's Meeting – In person – 1.5 hrs.  
KCMMB Asphalt Board Meeting – Virtual – 1hr.  
OGL 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 performed weekly mowing, trimming, edging and watering of various City properties.
17. We patched potholes.
18. We swept streets.
19. We cleaned catch basin fronts.
20. Performed routine maintenance on equipment.
21. Troubleshoot and repair streetlights as needed various locations.

22. Performed various repairs to roadway signs.
23. We backfilled the new service wire for the Fountain, 47<sup>th</sup> & Mission Road.
24. We provided support for the Oktoberfest event.
25. We prepped sidewalk panels for replacement.
26. We painted various pavement markings city wide.
27. We prepped the area for the installation of the bicycle repair station to be located in front of the public works building.
28. We coordinated the roll-off containers for leaf pickup.

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