

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, MARCH 2025
DATE: APRIL 8, 2025

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 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:
Public Works Director's Meeting – In Person Meeting – 1.5 hrs.
SMAC Meeting - In Person Meeting – 2 hrs.
Turkey & Brush Creeks 2D Modeling Meeting – 1.5 hrs.
Tree City Awards – In Person Meeting – 7 hrs.
Monthly EM Forum – Virtual – 1 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 repaired potholes.
17. We repaired streetlights.
18. We swept the streets in Westwood.
19. I prepared the CARS application and submitted it for funding.

20. We applied de-icing treatments to certain streets, serviced the truck when complete.
21. We picked up numerous branches and sticks from the various windstorms over the month.
22. We repaired the pedestrian sign in front of the club.
23. We reset the various time clocks for daylight saving time.
24. We trimmed back the ornamental grasses, various locations.
25. Cleaned up a hydraulic leak from what is assumed to be a trash truck on Booth at W. 48th Terrace.
26. We removed the holiday lights at City Hall.
27. We obtained some free wall blocks for a project at the Public Works building.
28. We placed the speed and vehicle monitoring trailer at various locations to gather data for an upcoming study.
29. We repaired a STOP sign at W. 48th Terrace and Booth Street.
30. We performed a spring leaf pickup. We collected 50 Cubic Yards of Leaves.
31. We cleaned up and trimmed the beds on W. 47th Street.
32. We began mulching various City Properties.
33. We began mowing various City Properties.
34. We cleaned the City Hall roof drains.

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