

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, MAY 2023
DATE: JUNE 6, 2023

Some of the activities for Public Works in May 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
 - Fireworks Meeting – 1 hr. – In person
 - Public Works Directors Meeting – 1.5 hrs. – In person
 - STP Meeting – 1 hr. – Virtual
 - UPROW Committee Meeting – 1 hr. - 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. I am attending the weekly progress meetings on W. 47th Street.
22. We installed a new electrical meter box at 47th and Mission Rd. fountain.
23. We rented trucks and moved the new light poles from the storage to the PW Bldg.
24. We planted decorative grasses around the cul-de-sac on W. 49th Street.
25. We trimmed trees on W. 47th Street and at Joe Dennis Park.
26. We trimmed shrubs at the park on W. 47th Terrace.
27. We replaced a street sign and pole that were knocked down on W. 47th Terrace.
28. We took the bucket truck for repairs, still awaiting its completion.
29. We planted flowers at City Hall pots.
30. We continued prepping the tennis court for surfacing, applied surface color and stripped the court and reinstalled the tennis net.
31. We repaired potholes.
32. We swept streets in Westwood and Mission Woods.
33. We put out the garage sale banners.
34. We repaired a knocked down street sign at W. 50th Street and Booth.

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