

## **Westwood Public Works Monthly Report**

**TO: GOVERNING BODY**  
**FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS**  
**RE: MONTHLY REPORT, FEBRUARY 2024**  
**DATE: MARCH 12, 2024**

Some of the activities for Public Works in February 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 – Virtual – 1 hr.
  - CARS 80% Rule Sub-committee – In person - 1.5 hrs.
  - City of Roeland Park Council Committee of the Whole – In person – 1.5 hrs.
  - SMAC Meeting – Virtual – 1.5 hrs.
  - Emergency Managers Meeting - Virtual – 1 hr.
  - UPROW Committee Meeting - Virtual – 1 hr.
  - STP Committee 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 replaced the walkway lights at the park on Belinder Ave.
23. We replaced the walkway lights at the park on W. 47<sup>th</sup> Terrace.
24. We trimmed the ornamental grasses at various municipal properties.
25. We replaced a damaged sign post in Westwood Hills.
26. We swept streets in Mission Woods.
27. We performed temporary repairs to the sidewalk in front of KU.
28. The garage door openers were replaced at Public Works.

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