

## **Westwood Public Works Monthly Report**

**TO: GOVERNING BODY**  
**FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS**  
**RE: MONTHLY REPORT, AUGUST 2023**  
**DATE: SEPTEMBER 12, 2023**

Some of the activities for Public Works in August 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:  
STP Meeting – In person – 2 hrs.  
FEMA Meeting – In person – 3 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 repaired Streetlights as needed.
17. We performed weekly mowing, trimming, edging and watering of various City properties.
18. We patched potholes.
19. We swept streets.
20. We cleaned catch basin fronts.
21. Performed routine maintenance on equipment.

22. I am attending the weekly progress meetings on W. 47<sup>th</sup> Street.
23. We repaired potholes.
24. We responded to storm damage, cleared roads, installed traffic control at the various signalized intersections. We removed the traffic control when the power came back on.
25. We performed city wide storm damage clean up for two separate storms. We filled 8 40 cubic yard containers.
26. We removed sidewalk at 47<sup>th</sup> & Mission Road and trenched to install electrical conduit to fountain.

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