

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, JANUARY 2025
DATE: FEBRUARY 11, 2025

Some of the activities for Public Works in January 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:
UPROW Committee Meeting – Teams Meeting – 1 hr.
OGL Meeting – Teams Meeting – 1.5 hrs.
Monthly EM Forum – Teams Meeting – 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. Installed new skid steer loader tires.
17. We finished up leaf pickup.
18. We performed de-icing and snow plowing operations in all Cities on two separate occasions.
19. We rented a small loader to remove snow from City sidewalks, all primary routes.
20. We cleaned and repaired snowplow trucks after each storm.

21. We performed annual fire extinguisher checks at City Hall, Public Works building and City vehicles.
22. We cleaned and serviced the leaf vacuum.
23. We repaired potholes.
24. We repaired streetlights.
25. RFB pole on W. 47th Street replaced.

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