

## **Westwood Public Works Monthly Report**

**TO: GOVERNING BODY**  
**FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS**  
**RE: MONTHLY REPORT, JULY 2024**  
**DATE: AUGUST 6, 2024**

Some of the activities for Public Works in July 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:  
Fireworks Meeting – Virtual – .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 irrigated various locations as needed by hand watering.
18. We mowed, trimmed and edged various city properties on a weekly basis.
19. We have hand pulled weeds along W. 47<sup>th</sup> Street as well as at various locations in the city.
20. We set up no parking signs and barricades for the fireworks show.
21. Clean catch basin fronts and roof drains at City Hall.
22. We delivered and retrieved block party signs for a residential block party.
23. We repaired traffic signs, various locations.

24. We sprayed non-selective herbicide on all streets within the City of Westwood to kill volunteer vegetation growing in the joints in curbs and sidewalks.
25. We repaired a bed along W. 47<sup>th</sup> Street by installing new edging and mulch.
26. We replaced a yellow light on the Hawk System on Rainbow.

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