

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, MAY 2026
DATE: JUNE 9, 2026

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. We emptied and serviced the pet waste dispensers throughout the city, 9 in all.
4. Perform a weekly inspection of the traffic control signs throughout the city; replace poles and signs as required.
5. I prepared the Purchase Orders and documentation for those purchases.
6. 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.
7. I represented the city at various meetings to include:
No outside meetings.
8. 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.
9. We performed routine maintenance on the Public Works vehicles and equipment to include fluid services, cleaning, and general repairs.
10. Routine maintenance of the Public Works Facility to include the air handling equipment, plumbing, electrical, and cleaning.
11. Performed various clerical duties for the Public Works Department's daily functions.
12. I attended Public Works, City Council and Staff and Committee meetings as required.
13. Observed activities associated with ROW Permits.
14. We marked streetlight and traffic signal utilities when requested by the One-Call System.
15. We performed monthly safety checks at all City properties as well as monthly fire extinguisher inspections.
16. We cleaned the City Hall roof drains.
17. We swept Westwood Streets.
18. We checked and cleaned roof drains at City Hall.
19. We repaired potholes city wide.
20. Serviced mowing equipment.
21. We began seasonal lawn mowing, various properties.
22. We removed a dead tree at City Hall.
23. We readied the water trailer by re-installing the pump motor and hose.

24. We replace the roof drain at Public Works to prevent water in the building.
25. We planted flowers at City Hall.
26. Repaired sprinkler line and replaced a sprinkler head at Public Works.
27. We water the plants in the islands and corners on Belinder 3 times a week, and water flowers at City Hall.
28. We replaced a photocell at PW Building.
29. We removed storm damaged limbs from various locations in the city.
30. We met with a homeowner on Booth about a drainage issue.
31. We trimmed shrubs at various locations.
32. We placed the garage sale banners in various locations and removed the following week.
33. We removed two dead trees from 5050 Rainbow property.
34. We took the bucket truck for its annual boom inspection and repair of a leaking hydraulic cylinder.
35. We installed new street sign poles and no parking signs on Belinder Court and Booth off W. 47 Street.

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