

## **Westwood Public Works Monthly Report**

**TO: GOVERNING BODY**  
**FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS**  
**RE: MONTHLY REPORT, APRIL 2025**  
**DATE: JUNE 10, 2025**

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:  
APWA 5600 Update Meeting – In Person – 2.5 hrs.  
STP Meeting – in person – 2 hours
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 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. Mitch attends monthly Safety Committee Meetings.
17. We repaired potholes.
18. We swept the streets in Westwood.
19. We placed the speed and vehicle monitoring trailer at various locations to gather data for an upcoming study.
20. We mulched various City Properties.
21. We mowed and trimmed various City Properties.
22. We cleaned the City Hall roof drains.

23. We cleaned the fountain at W. 47<sup>th</sup> Street, prepared it for the season, started operations.
24. We installed a new time clock at the fountain at W. 47<sup>th</sup> Street.
25. We repaired the park benches at the small park at W.47<sup>th</sup> Terrace and Belinder.
26. We continued traffic counts at various locations.
27. We planted flowers at City Hall.
28. We irrigated flowers at City Hall and the areas that have been landscaped by the Women's Club as needed.
29. We trimmed tree limbs from in front of traffic control signs and over sidewalks.
30. We set up the garage sale banners and took down.

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